

**ForsythTech**

*More Than You Know*

## 2009-10 Student Academic Planner



We are **DELIGHTED** that  
**YOU** have chosen to continue  
your **EDUCATION** at  
Forsyth Tech

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_



# WELCOME

We are delighted that you have chosen to continue your education at Forsyth Tech. It is a **privilege to serve you** as you go about fulfilling your dreams for the future. The community of students, faculty and staff at Forsyth Technical Community College are committed to these values:

- We value our students, hold high expectations of them and are **ceaselessly committed** to helping them meet their goals.
- We are a learner-centered college providing a **variety of quality learning opportunities** tailored to student and community needs.
- We recognize the impact of ongoing **technological change** in the educational process and in the lives of our students and we embrace this change in our college community.
- We are committed to **building the community** we serve to make it a better place to live.
- We value a work environment characterized by **mutual respect** and demand of ourselves the highest **competence, trust and integrity**.

Furthermore, the college is committed to the principle of **equal opportunity**. It is an Affirmative Action, Equal Opportunity, ADA, Section 504 institution and does not discriminate on the basis of race, sex, color, age, religion, national origin, disability or political affiliation with regard to its students, employees or applicants for admission or employment.

## SGC WELCOME

New beginnings start here at Forsyth Tech and it is my pleasure to join our faculty and staff in welcoming you. I believe education is an ongoing life-long process worthy of pursuing. I can say this because as a returning college student attending Forsyth Tech, the door has been opened to me. It is now possible for me to earn an Associate in Arts degree and transfer to a four-year college....maybe even out of the country!

No matter who you are or where you come from, dreams do come true. In the upcoming year, I am proud to serve you as student body president. My office is located in the Student Activities Center, Tech 124, and my door is always open to you. So please stop by and while you are here, explore the activities that are available to you.

Welcome!

*Marysue Atonnuci*

President, Student Government Council

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## DISCLAIMER STATEMENT

Substantial effort has been made to ensure the accuracy of this information. Forsyth Tech cannot and does not guarantee the correctness of all the information, nor the complete absence of errors and/or omissions.



# JULY

2009

## SUMMER SEMESTER 2009

May

M	T	W	TH	F	S	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

M	T	W	TH	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

M	T	W	TH	F	S	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



MONDAY	TUESDAY	WEDNESDAY
6	7	
Career Workshop - ALL 167 • 5 - 7 p.m.		
13	14	1
20	21	2
27	28	2
Textbook Buyback - TEC Lobby • 9 a.m. - 7 p.m.	Last Day of Summer Term Classes Textbook Buyback - TEC Lobby • 9 a.m. - 7 p.m.	No Classes (Faculty Work Day)

### COLOR KEY

COLOR AREA OF COLLEGE

- Black..... Holidays/General Information
- Blue ..... Admissions
- Green .... Bookstore/Payment Information
- Purple .... Career Services/ Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center

### TERM KEY

TERM	EXPLANATION
ALL .....	Allman Center
ARD .....	Ardmore Hall
HAU .....	Hauser Hall



NOTES: \_\_\_\_\_

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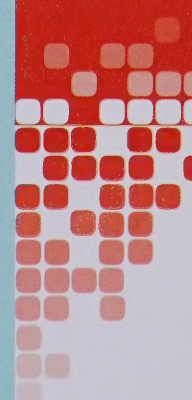
\_\_\_\_\_

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THURSDAY	FRIDAY	SATURDAY SUNDAY
2	3	4
	Independence Day Holiday - College Closed	5
9	10	11
		12
16	17	18
August Women's Center Clothes Distribution - HAU 206 • 9 a.m. - 1 p.m.		19
23	24	25
		26
30	31	
New Student Orientation - RD Auditorium • 11 a.m. - 2 p.m. Classes (Annual Leave Period for Faculty/Faculty Work Day)	No Classes (Annual Leave Period for Faculty/Faculty Work Day)	

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2009





# AUGUST

2009

## FALL SEMESTER 2009

### August

M	T	W	TH	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### September

M	T	W	TH	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### November

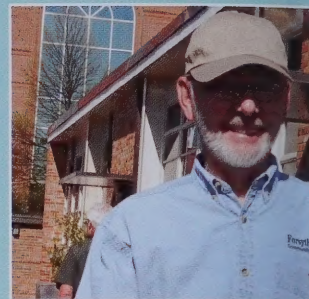
M	T	W	TH	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### October

M	T	W	TH	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### December

M	T	W	TH	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



MONDAY	TUESDAY	WEDNESDAY
<p><b>3</b></p> <p>Career Workshop - ALL 167 • 5 - 7 p.m. Program of Study Workshop - TBA • 10 a.m.</p> <p><b>No Classes</b> (Annual Leave Period for Faculty/Faculty Work Day)</p>	<p><b>4</b></p> <p><b>No Classes</b> (Annual Leave Period for Faculty/Faculty Work Day)</p>	<p><b>No Classes</b> (Annual Leave Period for Faculty/Faculty Work Day)</p>
<p><b>10</b></p> <p><b>No Classes</b> (Annual Leave Period for Faculty/Faculty Work Day)</p>	<p><b>11</b></p> <p>Career Workshop - ALL 167 • 10:30 a.m. - 12:30 p.m. Career Workshop - ALL 167 • 5 - 7 p.m.</p> <p><b>No Classes</b> (Annual Leave Period for Faculty/Faculty Work Day)</p>	<p><b>1</b></p> <p><b>No Classes</b> (Annual Leave Period for Faculty/Faculty Work Day)</p>
<p><b>17</b></p> <p>Fall Semester Late Registration - 8 a.m. - 7 p.m. <b>No Classes</b> (Faculty Work Day) First Day of Use Financial Aid and Third-Party Funds in Bookstores</p> <p>Back-to-School Bash - TEC Lobby • 9 a.m. - Noon First Day of Fall Semester Classes</p> <p>Payment Deadline for Fall Semester (Drop/Add for the 24th) - 7 p.m. SGC Meeting - TEC 130 • 3 - 5 p.m.</p> <p><b>24</b></p> <p><b>31</b></p>	<p><b>18</b></p> <p>Fall Semester Late Registration - 8 a.m. - 7 p.m. <b>No Classes</b> (Faculty Work Day)</p> <p><b>25</b></p> <p>Payment Deadline for Fall Semester (Drop/Add for the 25th) - 7 p.m.</p>	<p><b>1</b></p> <p>Fall Semester Late Registration - 8 a.m. - 7 p.m. Payment Date for Fall Semester Late Registration - 7 p.m. <b>No Classes</b> (Faculty Work Day)</p> <p><b>2</b></p> <p>Early Childhood/Human Services Fair - MWC • 10 a.m. - 1 p.m. Student Services Awareness Day - MWC • 10 a.m. - 1 p.m. MMMP - ALL 414 • 2 p.m.</p>

### COLOR KEY

COLOR	AREA OF COLLEGE
Black.....	Holidays/General Information
Blue.....	Admissions
Green.....	Bookstore/Payment Information
Purple.....	Career Services/ Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center
Red.....	Student Activities

### TERM KEY

TERM	EXPLANATION
ALL.....	Allman Center
ARD.....	Ardmore Hall
Drop/Add.....	Days in which a student can drop or add a class
GSC.....	Grady Swisher Center (Kernersville)
MMMP.....	Male Minority Mentoring Program

MWC.....	Mazie Woodruff Center (northwest Winston-Salem)
PACT.....	Peers Accepting Challenges Together+
SGC.....	Student Government Council
TEC.....	Technology Building

Student Photo ID Week - MWC •



NOTES: \_\_\_\_\_

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THURSDAY	FRIDAY	SATURDAY SUNDAY
		1
		2
6	7	8
Payment Date for Fall Semester Early Registration - Noon Classes (Annual Leave Period for Faculty/Faculty Work Day)	New Student Orientation - ARD Auditorium • 10 a.m. No Classes (Annual Leave Period for Faculty/Faculty Work Day)	9
13	14	15
Classes (Annual Leave Period for Faculty/Faculty Work Day)	No Classes (Annual Leave Period for Faculty/Faculty Work Day)	16
20	21	22
College Closed for Credit Students Faculty Work Day)	Last Day to Apply for a 100% Tuition Refund for Fall Semester and 1 <sup>st</sup> 8-Week Classes No Classes (Faculty Work Day)	23
27	28	29
CT Meeting - TBA • 3 p.m. Last Day to Apply for 75% Tuition Refund for 1 <sup>st</sup> 8-Week Classes for Fall Semester	Student Services Awareness Day - GSC • 10 a.m. - 1 p.m.	30
Student Photo ID Week - MWC • TBA		

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# SEPTEMBER

2009

## FALL SEMESTER 2009

### August

M	T	W	TH	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### September

M	T	W	TH	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### October

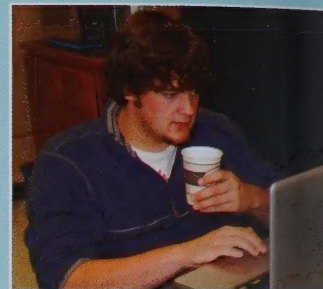
M	T	W	TH	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### November

M	T	W	TH	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### December

M	T	W	TH	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



MONDAY	TUESDAY	WEDNESDAY
	1	MMMP Kick-Off Luncheon - ALL 414 • BLET Fire Protection Career Fair - MWC • TBA Student Services Awareness Day - N • 10 a.m. - 1 p.m. Philosophical Society Meeting - TEC 2 - 3 p.m. Last Day to Apply for 75% Tuition Re for Full Fall Semester
	Student Photo ID Week - MWC • TBA	
7	8	9
Labor Day Holiday - College Closed	Career Workshop - ALL 167 • 10:30 a.m. - 12:30 p.m.	
	Student Photo ID Week - GSC • TBA	
14	15	16
SGC Meeting - TEC 130 • 3 - 5 p.m. Program of Study Workshop - TBA • 10 - 11 a.m. Career Workshop - ALL 167 • 5 - 7 p.m.	Constitution Day - ARD Auditorium • 11 a.m. - 1 p.m.	Interviewing Skills Workshop - ALL 1 10 - 11 a.m. Philosophical Society Meeting - TEC 2 - 3 p.m.
Student Photo ID Week - GSC • TBA	Student Photo ID Week - NWFC • TBA	
21	22	23
	Career Workshop - ALL 167 • 10:30 a.m. - 12:30 p.m. Career Workshop - ALL 167 • 5 - 7 p.m.	Shugart Women's Center Health Fair TEC Lobby • 9 - 11:30 a.m. MMMP - ALL 414 • Noon
Student Photo ID Week - NWFC • TBA	Student Photo ID Week - Stokes County Center • TBA	
28	29	30
SGC Meeting - TEC 130 • 3 - 5 p.m.		Resume Writing Workshop - TEC 130 10 - 11 a.m. Philosophical Society Meeting - TEC 5 2 - 3 p.m.
Student Photo ID Week - Stokes County Center • TBA		

### COLOR KEY

COLOR AREA OF COLLEGE

- Black..... Holidays/General Information
- Green .... Bookstore/Payment Information
- Purple .... Career Services/ Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center
- Red..... Student Activities

### TERM KEY

TERM	EXPLANATION
ALL .....	Allman Center
ARD .....	Ardmore Hall
BLET .....	Basic Law Enforcement Training
GSC .....	Grady Swisher Center (Kernersville)
HAU .....	Hauser Hall

MMMP .....	Male Minority Mentoring Program
MWC .....	Mazie Woodruff Center (northwest Winston-Salem)
NWFC .....	Northwest Forsyth Center (King)
SGC .....	Student Government Council
TEC .....	Technology Building



NOTES: \_\_\_\_\_

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# S E P T E M B E R

2009

THURSDAY	FRIDAY	SATURDAY SUNDAY
3	4	5
		6
Student Photo ID Week - MWC • TBA		Sunday Morning Worship (MMMP) - Grace Presbyterian Church • 11 a.m.
10	11	12
Part Women's Center Clothes Contribution - HAU 206 • 9 a.m. - 1 p.m. s Management Workshop - TBA • m. me Writing Workshop - ALL 167 • 11 a.m.	Last Day to Use Financial Aid and Third- Party Funds in Bookstores	13
Student Photo ID Week - GSC • TBA		
17	18	19
	Back-to-School Golf Tournament - TBA • 1 p.m.	20
Student Photo ID Week - NWFC • TBA		
24	25	26
Meeting - TBA • 3 p.m.		27
Student Photo ID Week - Stokes County Center • TBA		





# OCTOBER

2009

## COLOR KEY

- COLOR AREA OF COLLEGE
- Black..... Holidays/General Information
  - Blue..... Admissions
  - Green .... Bookstore/Payment Information
  - Purple.... Career Services/ Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center
  - Red..... Student Activities

## TERM KEY

TERM	EXPLANATION
ALL.....	Allman Center
HAU.....	Hauser Hall
MC.....	Main Campus
MMMP.....	Male Minority Mentoring Program
PACT.....	Peers Accepting Challenges Together+

## FALL SEMESTER 2009

### August

M	T	W	TH	F	S	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### September

M	T	W	TH	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### October

M	T	W	TH	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### November

M	T	W	TH	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### December

M	T	W	TH	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



MONDAY	TUESDAY	WEDNESDAY
<p><b>5</b></p> <p>Program of Study Workshop - TBA • 10 - 11 a.m.</p>	<p><b>6</b></p> <p>Career Workshop - ALL 167 • 10:30 a.m. - 12:30 p.m.            Career Workshop - TBA • 5 - 7 p.m.            Intramural Volleyball Meeting - WC Gym • 3 - 5 p.m.</p>	<p><b>7</b></p> <p>Interviewing Skills Workshop - TEC 111 a.m. - Noon            MMMP - ALL 414 • Noon            Philosophical Society Meeting - TEC 52 - 3 p.m.</p>
Student Photo ID Week - Stokes County Center • TBA		
<p><b>12</b></p> <p>Fall Break - No Classes (Faculty Work Day)</p>	<p><b>13</b></p> <p>Fall Break - No Classes (Faculty Work Day - Professional Development Day for Faculty and Staff)</p>	<p><b>14</b></p> <p>Bowling League Week #1 - Creekside Lanes • 3 - 5 p.m.</p>
<p><b>19</b></p> <p>Interviewing Skills Workshop - ALL 167 • 10 - 11 a.m.</p>	<p><b>20</b></p> <p>Career Workshop - ALL 167 • 10:30 a.m. - 12:30 p.m.            Intramural Volleyball League Week #1 - WC Gym • 3 - 5 p.m.</p>	<p><b>21</b></p> <p>MMMP - TEC 123 • Noon            Philosophical Society Meeting - TEC 52 - 3 p.m.            Bowling League Week #2 - Creekside Lanes • 3 - 5 p.m.            Last Day to Apply for 100% Tuition Refund for 2<sup>nd</sup> 8-Week Classes for Fall Semester</p>
<p><b>26</b></p> <p>SGC Meeting - TEC 130 • 3 - 5 p.m.</p>	<p><b>27</b></p> <p>Intramural Volleyball League Week #2 - WC Gym • 3 - 5 p.m.            Last Day to Apply for 75% Tuition Refund for 2<sup>nd</sup> 8-Week Classes for Fall Semester</p>	<p><b>28</b></p> <p>MMMP - ALL 414 • Noon            Bowling League Week #3 - Creekside Lanes • 3 - 5 p.m.</p>

SGC.....	Student Government Council
TEC.....	Technology Building
WC Gym.....	West Campus Gym (Bolton Street)



NOTES: \_\_\_\_\_  
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Advising for Spring Semester starts this month. Please check TechLink for the exact dates.

THURSDAY	FRIDAY	SATURDAY SUNDAY
1 Applications Deadline for Spring 2010 Program	2	3
Student Photo ID Week - Stokes County Center • TBA		4
8	9	10
Student Photo ID Week - Stokes County Center • TBA		11
15	16	17
Fall Festival/Club Fair - MC • 11 a.m. - 2 p.m.		18
22 Sport Women's Center Clothes Distribution - HAU 206 • 9 a.m. - 1 p.m. Meeting - TBA • 3 p.m.	23 Fall Golf Tournament - Location TBA • 1 p.m.	24
		25
29	30	31

OCTOBER

2009





# NOVEMBER

2009

## FALL SEMESTER 2009

August

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

							1
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

December

	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				



MONDAY	TUESDAY	WEDNESDAY
2  Angel Tree Project Kickoff Program of Study Workshop - TBA • 10 a.m.	3  Career Workshop - ALL 167 • 10:30 a.m. - 12:30 p.m. Career Workshop - ALL 167 • 5 - 7 p.m. Intramural Volleyball League Week #3 - WC Gym • 3 - 5 p.m.	4  MMMP - ALL 414 • Noon Philosophical Society Meeting - TEC 5 2 - 3 p.m. Bowling League Week #4 - Creekside Lanes • 3 - 5 p.m. New Student Orientation - ARD Auditorium • 4 p.m.
9  Career Workshop - ALL 167 • 5 - 7 p.m. PACT Meeting - TBA • 3 p.m. SGC Meeting - TEC 130 • 3 - 5 p.m.	10  Intramural Volleyball League Week #4 - WC Gym • 3 - 5 p.m.	11  MMMP - TEC 123 • 10 a.m. - 1 p.m. Bowling League Week #5 - Creekside Lanes • 3 - 5 p.m.
16  SGC Meeting - TEC 130 • 3 - 5 p.m.	17  Career Workshop - ALL 167 • 10:30 a.m. - 12:30 p.m. Intramural Volleyball League Week #5 - WC Gym • 3 - 5 p.m.	18  Philosophical Society Meeting - TEC 5 2 - 3 p.m. Bowling League Week #6 - Creekside Lanes • 3 - 5 p.m.
23  SGC Meeting - TEC 130 • 3 - 5 p.m.	24  Offices Close at 3 p.m./Classes Continue as Scheduled Intramural Volleyball League Week #6 - WC Gym • 3 - 5 p.m.	25  No Classes - College Closed
30		

### COLOR KEY

COLOR	AREA OF COLLEGE
Black.....	Holidays/General Information
Blue.....	Admissions
Purple.....	Career Services/ Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center
Red.....	Student Activities

### TERM KEY

TERM	EXPLANATION
ALL.....	Allman Center
ARD.....	Ardmore Hall
HAU.....	Hauser Hall
MMMP.....	Male Minority Mentoring Program
PACT.....	Peers Accepting Challenges Together+

SGC.....	Student Government Council
TEC.....	Technology Building
WC Gym.....	West Campus Gym (Bolton Street)



NOTES: \_\_\_\_\_

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**Registration** starts this month. Please check TechLink for the exact dates.

# N O V E M B E R

2009

THURSDAY	FRIDAY	SATURDAY SUNDAY
5	6	7 Program of Study Workshop - TBA • 10 a.m.
		8
12	13	14
Free Applications Due - 24 Management Workshop - TBA •		15
19	20	21
		22 Women's Center Clothes Donation - HAU 206 • 9 a.m. - 1 p.m.
26	27	28 No Saturday Classes - College Closed
		29
Thanksgiving Holiday - College Closed	Thanksgiving Holiday - College Closed	



# DECEMBER

## FALL SEMESTER 2009

August

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September


November


December




MONDAY	TUESDAY	WEDNESDAY
	1	
		MMMP - ALL 414 • Noon Philosophical Society Meeting - TE 2 - 3 p.m.
7	8	
Program of Study Workshop - TBA • 10 a.m.		
14	15	1
SGC Meeting - TEC 130 • 3 - 5 p.m.	Textbook Buyback - TEC Lobby • 9 a.m. - 7 p.m.	Textbook Buyback - TEC Lobby • 9 a.m. - 7 p.m.
21	22	2
Last Day of Fall Semester Classes Textbook Buyback - TEC Lobby • 9 a.m. - 7 p.m.	No Classes (Faculty Work Day)	No Classes (Faculty Work Day)
28	29	3
Winter Holiday - College Closed	Winter Holiday - College Closed	Winter Holiday - College Closed

### COLOR KEY

COLOR AREA OF COLLEGE

- Black..... Holidays/General Information
- Blue..... Admissions
- Green..... Bookstore/Payment Information
- Purple..... Career Services/ Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center
- Red..... Student Activities

### TERM KEY

TERM	EXPLANATION
ALL.....	Allman Center
ARD.....	Ardmore Hall
MMMP.....	Male Minority Mentoring Program
SGC.....	Student Government Council
TEC.....	Technology Building



NOTES: \_\_\_\_\_

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THURSDAY	FRIDAY	SATURDAY SUNDAY
3	4	5
		6
10	11	12
	Spring Semester Orientation for New Students - ARD Auditorium • 10 a.m. Payment Deadline for Spring Semester Early Registration	13
17	18	19
		20
Textbook Buyback - TEC Lobby • 9 a.m. - 7 p.m.	Textbook Buyback - TEC Lobby • 9 a.m. - 3 p.m.	21
24	25	26
		Winter Holiday - College Closed
		27
Holiday - College Closed	Winter Holiday - College Closed	Winter Holiday - College Closed
31		
Holiday - College Closed		

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2009



# SPRING SEMESTER 2010

January

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



# J A N U A R Y

2010

MONDAY	TUESDAY	WEDNESDAY
4  No Classes (Faculty Work Day)	5  Spring Semester Late Registration - 8 a.m. - 7 p.m. No Classes (Faculty Work Day) First Day to Use Financial Aid and Third-Party Funds in Bookstores	Spring Semester Late Registration 8 a.m. - 7 p.m. No Classes (Faculty Work Day) Payment Deadline for Spring Semester Early Registration - Noon Last Day to Apply for 100% Tuition Refund for Spring Semester and 8-Week Classes
11  Program of Study Workshop - TBA • 10 a.m. SGC Meeting - TEC 130 • 3 - 5 p.m.	12  Last Day to Apply for 75% Tuition Refund for 1 <sup>st</sup> 8-Week Classes for Spring Semester	1  MMMP - ALL 414 • Noon
18  Martin Luther King Jr. Holiday - College Closed	19  Career Workshop - ALL 167 • 10:30 a.m. - 12:30 p.m. Last Day to Apply for 75% Tuition Refund for Full Spring Semester	2  Martin Luther King Jr. Celebration ARD Auditorium • 11 a.m. - 1 p.m. Philosophical Society Meeting - TEC 2 - 3 p.m.
25  Student Services Awareness Day - GSC • 10 a.m. - 1 p.m. SGC Meeting - TEC 130 • 3 - 5 p.m.	26  Student Services Awareness Day • 10 a.m. - 1 p.m. MMMP - ALL 414 • Noon	2  Student Services Awareness Day • 10 a.m. - 1 p.m. MMMP - ALL 414 • Noon

## COLOR KEY

COLOR	AREA OF COLLEGE
Black.....	Holidays/General Information
Blue .....	Admissions
Green .....	Bookstore/Payment Information
Purple.....	Career Services/ Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center
Red.....	Student Activities

## TERM KEY

TERM	EXPLANATION
ALL .....	Allman Center
ARD .....	Ardmore Hall
Drop/Add .....	Days in which a student can drop or add a class
GSC .....	Grady Swisher Center (Kernersville)
HAU .....	Hauser Hall

MMMP .....	Male Minority Mentoring Program
MWC .....	Mazie Woodruff Center (northwest Winston-Salem)
PACT .....	Peers Accepting Challenges Together+
SGC .....	Student Government Council
TEC .....	Technology Building



NOTES: \_\_\_\_\_  
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THURSDAY	FRIDAY	SATURDAY SUNDAY
	1	2
		3
	New Year's Holiday - College Closed	
7	8	9
g Classes Begin to-School Bash - TEC Lobby • m. - Noon ent Deadline for Spring Semester pp/Add for the 7th) - 7 p.m.	Payment Deadline for Spring Semester (Drop/Add for the 8th) - Noon	10
14	15	16
		17
Management Workshop - TBA •		Sunday Morning Worship (MMMP) - Grace Presbyterian Church • 11 a.m.
21	22	23
		24
t Women's Center Clothes tribution - HAU 206 • 9 a.m. - 1 p.m.	Student Services Awareness Day - MWC • 10 a.m. - 1 p.m.	
28	29	30
		31
leeting - TBA • 3 p.m.	Last Day to Use Financial Aid and Third- Party Funds in Bookstores	

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# FEBRUARY

2010

## SPRING SEMESTER 2010

January

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

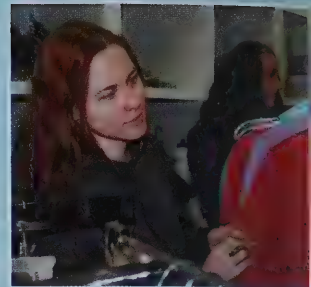
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



MONDAY	TUESDAY	WEDNESDAY
<b>1</b>  Program of Study Workshop - TBA • 10 a.m.	<b>2</b>  Philosophical Society Meeting - TE 2 - 3 p.m. Bowling League Week #1 - Creeks Lanes • 3 - 5 p.m.	
<b>8</b>  SGC Meeting - TEC 130 • 3 - 5 p.m.	<b>9</b>  Career Workshop - ALL 167 • 10:30 a.m. - 12:30 p.m. Career Workshop - ALL 167 • 4:30 - 6:30 p.m.	<b>1</b>  MMMP - ALL 414 • Noon Bowling League Week #2 - Creeks Lanes • 3 - 5 p.m.
<b>15</b>  Career Workshop - ALL 167 • 5 - 7 p.m.	<b>16</b>  Intramural Basketball Meeting - WC Gym • 3 - 5 p.m.	<b>1</b>  Philosophical Society Meeting - TE 2 - 3 p.m. Bowling League Week #3 - Creeks Lanes • 3 - 5 p.m.
<b>22</b>  SGC Meeting - TEC 130 • 3 - 5 p.m.	<b>23</b>  Career Workshop - ALL 167 • 10:30 a.m. - 12:30 p.m. Intramural Basketball League Week #1 - WC Gym • 3 - 5 p.m. Career Workshop - ALL 167 • 4:30 - 6:30 p.m.	<b>2</b>  Philosophical Society Meeting - TE 2 - 3 p.m. Bowling League Week #4 - Creeks Lanes • 3 - 5 p.m.

### COLOR KEY

Purple .... Career Services/  
Counseling/Disability  
Services/Minority Male  
Mentoring/Shugart  
Women's Center  
Red ..... Student Activities

### TERM KEY

TERM EXPLANATION  
 ALL ..... Allman Center  
 ARD ..... Ardmore Hall  
 HAU ..... Hauser Hall  
 MMMP ..... Male Minority Mentoring Program  
 PACT ..... Peers Accepting Challenges Together+

SGC ..... Student Government Council  
 TEC ..... Technology Building  
 WC Gym ..... West Campus Gym (Bolton Street)



NOTES: \_\_\_\_\_  
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THURSDAY	FRIDAY	SATURDAY SUNDAY
4	5	6
		7
11	12	13
History Month Event - Auditorium • 11 a.m. - Noon e Writing Workshop - TEC ng • 9:30 - 10:30 a.m.		14
18	19	20
		Apollo Night - ARD Auditorium • 6 - 8 p.m.
		21
at Women's Center Clothes bution - HAU 206 • 9 a.m. - 1 p.m.		27
25	26	28
Meeting - TBA • 3 p.m. Sewing Skills Workshop - TEC 130 - 10:30 a.m.		

FEBRUARY

2010





# MARCH

2010

## SPRING SEMESTER 2010

M	T	W	TH	F	S	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

M	T	W	TH	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

M	T	W	TH	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

M	T	W	TH	F	S	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

M	T	W	TH	F	S	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



MONDAY	TUESDAY	WEDNESDAY
<b>1</b>  Program of Study Workshop - TBA • 10 a.m.	<b>2</b>  Intramural Basketball League Week #2 - WC Gym • 3 - 5 p.m.	<b>Philosophical Society Meeting - TE</b> 2 - 3 p.m. <b>Bowling League Week #5 - Creeksi</b> Lanes • 3 - 5 p.m.
<b>8</b>  Spring Break - No Classes (Faculty Work Day)	<b>9</b>  Spring Break - No Classes (Faculty Work Day)	<b>1</b>  Spring Break - No Classes (Faculty Work Day - Professional Development Day for Faculty and <b>Bowling League Week #6 - Creeksi</b> Lanes • 3 - 5 p.m.
<b>15</b> Admissions Deadline for Fall 2010 ADN & PN Programs Shugart Women's Center Clothes Distribution - HAU 206 • 9 a.m. - 1 p.m. Career Workshop - ALL 167 • 5 - 7 p.m. Last Day to Apply for 75% Tuition Refund for 2 <sup>nd</sup> 8-Week Classes for Spring Semester	<b>16</b> Mock Interviews - ALL 414 • 10:30 a.m. - 3:30 p.m. Intramural Basketball League Week #3 - WC Gym • 3 - 5 p.m.	<b>1</b>  Philosophical Society Meeting - TE 2 - 3 p.m.
<b>22</b>  SGC Meeting - TEC 130 • 3 - 5 p.m.	<b>23</b> Mock Interviews - ALL 414 • 10:30 a.m. - 3:30 p.m. Intramural Basketball League Week #4 - WC Gym • 3 - 5 p.m.	<b>2</b>  MMMP - ALL 414 • Noon Graduate/College Fair - TEC Lobby 1 - 7 p.m.
<b>29</b>  	<b>30</b> Admissions Deadline for Fall 2010 Allied Health Programs Career Workshop - ALL 167 • 4:30 - 6:30 p.m. Intramural Basketball League Week #5 - WC Gym • 3 - 5 p.m.	<b>3</b>  

### COLOR KEY

COLOR	AREA OF COLLEGE
Black.....	Holidays/General Information
Blue.....	Admissions
Green ....	Bookstore/Payment Information
Purple ....	Career Services/ Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center
Red.....	Student Activities

### TERM KEY

TERM	EXPLANATION
ALL .....	Allman Center
HAU .....	Hauser Hall
MMMP .....	Male Minority Mentoring Program
PACT .....	Peers Accepting Challenges Together+
SGC.....	Student Government Council

TEC .....	Technology Building
WC Gym.....	West Campus Gym (Bolton Street)



NOTES: \_\_\_\_\_

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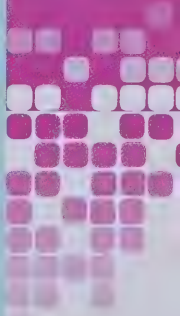
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Advising for Summer and Fall Semesters start this month. Please check TechLink for the exact dates.

THURSDAY	FRIDAY	SATURDAY SUNDAY
4	5	6
Day to Apply for 100% Tuition and for 2 <sup>nd</sup> 8-Week Classes for Spring Semester		7
11	12	13
9 - ALL 414 • Noon Management Workshop - TBA •		14
18	19	20
Woman's History Month Program-ARD Symposium • 11 a.m.		21
25	26	27
State/College Fair - TEC Lobby • Noon - 4 p.m. Meeting - TBA • 3 p.m.		28

MARCH 2010





# A P R I L

2010

## SPRING SEMESTER 2010

February

				1	2	3	4	5	6	7
8	9	10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	

March

				1	2	3	4	5	6	7
8	9	10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	29
30	31									

April

						1	2	3	4	5
6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27
28	29	30								



MONDAY	TUESDAY	WEDNESDAY
5  Program of Study Workshop - TBA • 10 a.m.	6  Job Fair - TEC Lobby • 10 a.m. - 3 p.m. Intramural Basketball League Week #6 - WC Gym • 3 - 5 p.m.	Philosophical Society Meeting - TBA • 2 - 3 p.m.
12  SGC Meeting - TEC 130 • 3 - 5 p.m.	13  Program of Study Workshop - ALL 167 • 10:30 a.m.	14  MMMP - ALL 414 • Noon
19  Career Workshop - ALL 167 • 5 - 7 p.m.	20  New Student Orientation - ARD Auditorium • 11 a.m. - 2 p.m. Payment Deadline for Summer Term Early Registration - Noon	21  Philosophical Society Meeting - TBA • 2 - 3 p.m.
26  SGC Meeting - TEC 130 • 3 - 5 p.m.	27  SGC Meeting - TEC 130 • 3 - 5 p.m.	28  SGC Meeting - TEC 130 • 3 - 5 p.m.

### COLOR KEY

COLOR AREA OF COLLEGE

- Black..... Holidays/General Information
- Blue ..... Admissions
- Green .... Bookstore/Payment Information
- Purple .... Career Services/ Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center
- Red ..... Student Activities

### TERM KEY

TERM	EXPLANATION
ALL .....	Allman Center
ARD .....	Ardmore Hall
MMMP .....	Male Minority Mentoring Program
PACT .....	Peers Accepting Challenges Together+
SGC .....	Student Government Council

TEC .....	Technology Building
WC Gym .....	West Campus Gym (Bolton Street)



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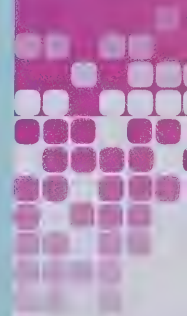
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Registration for Summer and Fall Semesters start this month. Please check TechLink for the exact dates.

THURSDAY	FRIDAY	SATURDAY SUNDAY
1	2	3
		No Saturday Classes
	Easter Holiday - College Closed	4
8	9	10
AP: WSSU Men's Ensemble - ARD Auditorium • 11 a.m.	Spring Golf Tournament - Tanglewood • 1 p.m.	11
15	16	17
	Spring Fling and SGC Elections - MC • 11 a.m. - 2 p.m.	18
22	23	24
Meeting - TBA • 3 p.m.		25
29	30	
Book Buyback - TEC Lobby • n. - 7 p.m.	Textbook Buyback - TEC Lobby • 9 a.m. - 3 p.m.	

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# MAY

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## SPRING SUMMER SEMESTERS 2010

### February

M	T	W	TH	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

### March

M	T	W	TH	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### April

M	T	W	TH	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### May

M	T	W	TH	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### June

M	T	W	TH	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### July

M	T	W	TH	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MONDAY	TUESDAY	WEDNESDAY
3 Textbook Buyback - TEC Lobby • 9 a.m. - 7 p.m. Program of Study Workshop - ALL 167 • 10 a.m.	4 Textbook Buyback - TEC Lobby • 9 a.m. - 7 p.m. Career Workshop - ALL 167 • 10:30 a.m. - 12:30 p.m. Career Workshop - ALL 167 • 4:30 - 6:30 p.m. MMMP Awards/Recognition Program - ALL 414 • 6 p.m.	Last Day of Spring Semester Classes Textbook Buyback - TEC Lobby • 9 a.m. - 7 p.m.
10 No Classes (Faculty Work Day)	11 No Classes (Faculty Work Day)	12 No Classes (Faculty Work Day) First Day to Use Financial Aid and Party Funds in Bookstores
17 No Classes (Faculty Work Day) Summer Term Late Registration - 8 a.m. - 7 p.m. Payment Deadline for Summer Term Late Registration - 7 p.m. Last Day to Apply for 100% Tuition Refund for Summer Term and 1st 5-Week Classes	18 Summer Term Classes Begin Career Workshop - ALL 167 • 10:30 a.m. - 12:30 p.m. Payment Deadline for Summer Term (Drop/Add for the 18th) - 8 a.m. - 7 p.m.	19 Payment Deadline for Summer Term Add for the 19th) - 8 a.m. - 7 p.m.
24 Last Day to Apply for 75% Tuition Refund for Full Summer Term Career Workshop - ALL 167 • 5 - 7 p.m.	25	
31 Memorial Day Holiday - College Closed		

### COLOR KEY

COLOR	AREA OF COLLEGE
Black.....	Holidays/General Information
Blue.....	Admissions
Green.....	Bookstore/Payment Information
Purple.....	Career Services/ Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center
Red.....	Student Activities

### TERM KEY

TERM	EXPLANATION
ALL.....	Allman Center
Drop/Add.....	Days in which a student can drop or add a class
MMMP.....	Male Minority Mentoring Program
PACT.....	Peers Accepting Challenges Together+

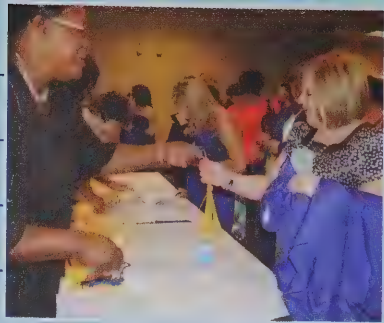
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2010

THURSDAY	FRIDAY	SATURDAY SUNDAY
		1
		2
6	7	8
		9
Classes (Faculty Work Day)	No Classes (Faculty Work Day)	
13	14	15
		No Classes
		16
Commencement	No Classes (Faculty Work Day)	No Classes
20	21	22
Day to Apply for 75% Tuition Refund for 1st 5-Week Classes for Summer Term	Last Day to Apply for 75% Tuition Refund for 8-Week Classes for Summer Term	23
27	28	29
		30
Meeting - TBA • 3 p.m.	Last Day to Use Financial Aid and Third- Party Funds in Bookstores	

#### EXPLANATION

- .....Allman Center
- .....Days in which a student can drop or add a class
- .....Male Minority Mentoring Program
- .....Peers Accepting Challenges Together+



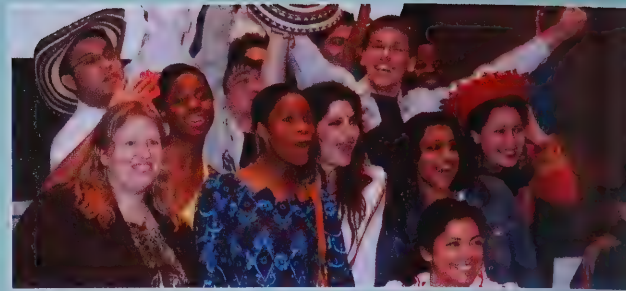
# JUNE

2010

## SUMMER SEMESTER 2010

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



MONDAY	TUESDAY	WEDNESDAY
	1	
7	8	
Program of Study Workshop - TBA • 10 a.m. - Noon	Career Workshop - ALL 167 • 10:30 a.m. - 12:30 p.m.	
14	15	1
Career Workshop - ALL 167 • 5 p.m.		
21	22	2
	Last Day to Apply for 100% Tuition Refund for 2nd 5-Week Classes for Summer Term	
28	29	3

### COLOR KEY

- COLOR AREA OF COLLEGE
- Green ..... Bookstore/Payment Information
  - Purple ..... Career Services/Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center

### TERM KEY

- TERM EXPLANATION
- ALL ..... Allman Center
  - HAU ..... Hauser Hall

NOTES: \_\_\_\_\_

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THURSDAY	FRIDAY	SATURDAY SUNDAY
3	4	5
		6
10	11	12
		13
17	18	19
		20
24	25	26
	Last Day to Apply for 75% Tuition Refund for 2nd 5-Week Classes for Summer Term	27

art Women's Center Clothes  
tribution - HAU 206 • 9 a.m. - 1 p.m.

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# JULY

2010

## SUMMER SEMESTER 2010

3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	



MONDAY	TUESDAY	WEDNESDAY
5 Independence Day Holiday - College Closed	6	
12	13	14
19	20	21
26 Textbook Buyback - TEC Lobby • 9 a.m. - 7 p.m.	27 Textbook Buyback - TEC Lobby • 9 a.m. - 7 p.m.	28 Last Day of Summer Term Classes Textbook Buyback - TEC Lobby • 9 a.m. - 7 p.m.

### COLOR KEY

COLOR AREA OF COLLEGE

- Black..... Holidays/General Information
- Green .... Bookstore/Payment Information
- Purple..... Career Services/ Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center

### TERM KEY

TERM  
HAU ..... Hauser Hall

NOTES: \_\_\_\_\_

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THURSDAY	FRIDAY	SATURDAY SUNDAY
<b>1</b>	<b>2</b>	<b>3</b>
		<b>4</b>
<b>8</b>	<b>9</b>	<b>10</b>
		<b>11</b>
<b>15</b>	<b>16</b>	<b>17</b>
		<b>18</b>
Start Women's Center Clothes Contribution - HAU 206 • 9 a.m. - 1 p.m.		<b>24</b>
<b>22</b>	<b>23</b>	<b>25</b>
		<b>31</b>
<b>29</b>	<b>30</b>	
Classes (Faculty Work Day)	No Classes (Faculty Work Day)	

# JULY

2010





# FALL 2009

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8 - 8:30 A.M.							
8:30 - 9 A.M.							
9 - 9:30 A.M.							
9:30 - 10 A.M.							
10 - 10:30 A.M.							
10:30 - 11 A.M.							
11 - 11:30 A.M.							
11:30 A.M. - NOON							
NOON - 12:30 P.M.							
12:30 - 1 P.M.							
1 - 1:30 P.M.							
1:30 - 2 P.M.							
2 - 2:30 P.M.							
2:30 - 3 P.M.							
3 - 3:30 P.M.							
3:30 - 4 P.M.							
4 - 4:30 P.M.							
4:30 - 5 P.M.							
5 - 5:30 P.M.							
5:30 - 6 P.M.							
6 - 6:30 P.M.							
6:30 - 7 P.M.							
7 - 7:30 P.M.							
7:30 - 8 P.M.							
8 - 8:30 P.M.							
8:30 - 9 P.M.							
9 - 9:30 P.M.							
9:30 - 10 P.M.							

# 2010 SPRING

*My Activities & Class Schedule*

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8 - 8:30 A.M.							
8:30 - 9 A.M.							
9 - 9:30 A.M.							
9:30 - 10 A.M.							
10 - 10:30 A.M.							
10:30 - 11 A.M.							
11 - 11:30 A.M.							
11:30 A.M. - NOON							
NOON - 12:30 P.M.							
12:30 - 1 P.M.							
1 - 1:30 P.M.							
1:30 - 2 P.M.							
2 - 2:30 P.M.							
2:30 - 3 P.M.							
3 - 3:30 P.M.							
3:30 - 4 P.M.							
4 - 4:30 P.M.							
4:30 - 5 P.M.							
5 - 5:30 P.M.							
5:30 - 6 P.M.							
6 - 6:30 P.M.							
6:30 - 7 P.M.							
7 - 7:30 P.M.							
7:30 - 8 P.M.							
8 - 8:30 P.M.							
8:30 - 9 P.M.							
9 - 9:30 P.M.							
9:30 - 10 P.M.							



# SUMMER 2010

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8 - 8:30 A.M.							
8:30 - 9 A.M.							
9 - 9:30 A.M.							
9:30 - 10 A.M.							
10 - 10:30 A.M.							
10:30 - 11 A.M.							
11 - 11:30 A.M.							
11:30 A.M. - NOON							
NOON - 12:30 P.M.							
12:30 - 1 P.M.							
1 - 1:30 P.M.							
1:30 - 2 P.M.							
2 - 2:30 P.M.							
2:30 - 3 P.M.							
3 - 3:30 P.M.							
3:30 - 4 P.M.							
4 - 4:30 P.M.							
4:30 - 5 P.M.							
5 - 5:30 P.M.							
5:30 - 6 P.M.							
6 - 6:30 P.M.							
6:30 - 7 P.M.							
7 - 7:30 P.M.							
7:30 - 8 P.M.							
8 - 8:30 P.M.							
8:30 - 9 P.M.							
9 - 9:30 P.M.							
9:30 - 10 P.M.							

# 2009

## July

M	T	W	TH	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## August

M	T	W	TH	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## September

M	T	W	TH	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## October

M	T	W	TH	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## November

M	T	W	TH	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## December

M	T	W	TH	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# 2010

## January

M	T	W	TH	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## February

M	T	W	TH	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

## March

M	T	W	TH	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## April

M	T	W	TH	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## May

M	T	W	TH	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## June

M	T	W	TH	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## July

M	T	W	TH	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## August

M	T	W	TH	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## September

M	T	W	TH	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## October

M	T	W	TH	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## November

M	T	W	TH	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## December

M	T	W	TH	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



# Point Me in the Right Direction

## ACADEMIC QUESTIONS - WHERE DO I GO IF I...

- **need to determine my academic standing?**
  - ▶ Academic Advisor
  - ▶ or Counseling, Career and Disability Services ..... Room 148, Allman Center, Main Campus ..... (336) 734-7226
  - ▶ or Student Success Center ..... Room 164, Allman Center, Main Campus ..... (336) 734-7156
- **want to audit a course?**
  - ▶ Academic Advisor
  - ▶ or Records Office ..... Room 106, Allman Center, Main Campus ..... (336) 734-7472
- **can't start a course as assigned?**
  - ▶ Course Instructor
- **want to take a continuing education course?**
  - ▶ Customer Service Center ..... South Lobby, West Campus ..... (336) 761-1002
- **want to change my major or program of study?**
  - ▶ Records Office ..... Room 106, Allman Center, Main Campus ..... (336) 734-7472
- **have a concern about a course grade?**
  - ▶ Academic Dean
- **need to determine if I meet graduation requirements?**
  - ▶ Academic Advisor
  - ▶ or Records Office ..... Room 106, Allman Center, Main Campus ..... (336) 734-7472
- **need an intent to graduate form?**
  - ▶ Records Office ..... Room 106, Allman Center, Main Campus ..... (336) 734-7472
  - ▶ or Information Desk at the Northwest Forsyth Center ..... First Floor ..... (336) 734-7050
  - ▶ or Information Desk at the Swisher Center ..... First Floor ..... (336) 734-7903
  - ▶ or Information Desk at the Woodruff Center ..... First Floor ..... (336) 734-7950
- **am having problems with my classes?**
  - ▶ Academic Advisor
  - ▶ Counseling, Career and Disability Services ..... Room 148, Allman Center, Main Campus ..... (336) 734-7226
- **have questions about academic probation?**
  - ▶ Academic Advisor
  - ▶ or Counseling, Career and Disability Services ..... Room 148, Allman Center, Main Campus ..... (336) 734-7226
  - ▶ or Student Success Center ..... Room 164, Allman Center, Main Campus ..... (336) 734-7156
- **want to take a proficiency test?**
  - ▶ Academic Advisor
- **need a transcript of my grades?**
  - ▶ Records Office ..... Room 106, Allman Center, Main Campus ..... (336) 734-7472
- **need tutoring or need to make-up a test?**
  - ▶ Learning Center ..... Room 143, Ardmore Hall, Main Campus ..... (336) 734-7480
- **want to withdraw from a course or from school?**
  - ▶ Counseling, Career and Disability Services ..... Room 148, Allman Center, Main Campus ..... (336) 734-7226
  - ▶ or Records Office ..... Room 106, Allman Center, Main Campus ..... (336) 734-7472

## FINANCIAL QUESTIONS - WHERE DO I GO IF I...

- **need financial aid?**
  - ▶ Student Financial Services ..... Room 261, Allman Center, Main Campus ..... (336) 734-7235
- **need financial assistance for child care?**
  - ▶ Student Financial Services ..... Room 261, Allman Center, Main Campus ..... (336) 734-7235
- **want to apply for a scholarship?**
  - ▶ Student Financial Services ..... Room 261, Allman Center, Main Campus ..... (336) 734-7235
- **need help in getting my veteran's benefits?**
  - ▶ Student Financial Services ..... Room 261, Allman Center, Main Campus ..... (336) 734-7235
- **have questions about my tuition refund?**
  - ▶ Cashier's Office ..... 2<sup>nd</sup> Floor, Allman Center, Main Campus ..... (336) 734-7210

- **need to pay tuition?**  
 ▶ Cashier's Office ..... 2<sup>nd</sup> Floor, Allman Center, Main Campus ..... (336) 734-7210
- **need to purchase parking decals?**  
 ▶ Cashier's Office ..... 2<sup>nd</sup> Floor, Allman Center, Main Campus ..... (336) 734-7210

## OTHER STUDENT QUESTIONS - WHERE DO I GO IF I...

- **want to get involved in campus activities or run for an SGA office?**  
 ▶ Student Activities Center ..... Room 124, Technology Building, Main Campus ..... (336) 734-7326
- **want to purchase textbooks?**  
 ▶ Bookstore ..... 1<sup>st</sup> Floor, Technology Building, Main Campus ..... (336) 734-7289
- **want to buy Forsyth Tech memorabilia?**  
 ▶ Bookstore ..... 1<sup>st</sup> Floor, Technology Building, Main Campus ..... (336) 734-7289
- **want to sell back books at the end of the semester?**  
 ▶ Bookstore ..... 1<sup>st</sup> Floor, Technology Building, Main Campus ..... (336) 734-7289
- **have a question about campus security?**  
 ▶ Campus Police ..... Carolina Annex, Main Campus ..... (336) 734-7243
- **need to report a change of name or address?**  
 ▶ Records Office ..... Room 106, Allman Center, Main Campus ..... (336) 734-7472
- **need help in choosing a career?**  
 ▶ Counseling, Career and Disability Services ..... Room 148, Allman Center, Main Campus ..... (336) 734-7226
- **need tips on interviewing, finding a job and preparing a resume?**  
 ▶ Counseling, Career and Disability Services ..... Room 148, Allman Center, Main Campus ..... (336) 734-7343
- **locked my keys in my car?**  
 ▶ Campus Police ..... Carolina Annex, Main Campus ..... (336) 734-7243
- **need special help due to a disability?**  
 ▶ Disability Services Office ..... Room 148, Allman Center, Main Campus ..... (336) 734-7155
- **need information about housing?**  
 ▶ Counseling, Career and Disability Services ..... Room 148, Allman Center, Main Campus ..... (336) 734-7226
- **need first aid?**  
 ▶ Campus Police ..... Carolina Annex, Main Campus ..... (336) 734-7243
- **want to see job listings?**  
 ▶ Counseling, Career and Disability Services ..... Room 148, Allman Center, Main Campus ..... (336) 734-7343
- **lost or found something on campus?**  
 ▶ Information Desk ..... 1<sup>st</sup> Floor, Allman Center, Main Campus ..... (336) 734-7448  
 ▶ or Campus Police ..... Carolina Annex, Main Campus ..... (336) 734-7243  
 ▶ or Customer Service Center ..... South Lobby, West Campus ..... (336) 761-1002  
 ▶ or Student Activities Center ..... Room 124, Technology Building, Main Campus ..... (336) 734-7326
- **need definition of college terminology?**  
 ▶ See College Catalog or Academic Advisor
- **want to appeal a Forsyth Tech parking ticket?**  
 ▶ Campus Police ..... Carolina Annex, Main Campus ..... (336) 734-7243
- **want to pay a Forsyth Tech parking ticket?**  
 ▶ Cashier's Office ..... 2<sup>nd</sup> Floor, Allman Center, Main Campus ..... (336) 734-7210
- **need help with a personal problem?**  
 ▶ Counseling, Career and Disability Services ..... Room 148, Allman Center, Main Campus ..... (336) 734-7226
- **want to use the on-campus computer lab?**  
 ▶ Learning Center ..... Room 143, Ardmore Hall, Main Campus ..... (336) 734-7480
- **want to appeal my residency status?**  
 ▶ Registrar's Office ..... Room 106, Ardmore Hall, Main Campus ..... (336) 734-7472
- **need help from an outside agency?**  
 ▶ Shugart Women's Center at Forsyth Tech ..... Room 206, Hauser Hall, Main Campus ..... (336) 734-7280  
 ▶ or Counseling, Career and Disability Services ..... Room 148, Ardmore Hall, Main Campus ..... (336) 734-7226  
 ▶ or James A. Rousseau II Minority Male Mentoring Program ..... Room 123, Ardmore Hall, Main Campus ..... (336) 734-7260



# Campus Phone Numbers

## DIRECT DIAL PREFIXES

If an extension starts with a "7", dial 734-7xxx

If an extension starts with a "3", dial 757-3xxx

NAME	PHONE or EXT.	LOCATION	ROOM	NAME	PHONE or EXT.	LOCATION	ROOM	NAME	PHONE or EXT.	LOCATION	ROOM
<b>A</b>				<b>C</b>				<b>E</b>			
Adams, Debra	7736	West Campus	115	Calhoun, Marilyn	3057	Northwest Forsyth		Ealey, Kim	7222	Technologies	536
Adams, Kim	3217	Greene Hall	280			Center	205	Earl, Renarde	7382	Carolina Annex	
Agnello, Beth	3269	Ardmore Hall	242	Campbell, Diana	7425	Technologies	535	Eddy, Roger	7528	Hauser Hall	303
Allen, Alton	3270	Forsyth	305	Candelaria, Randy	7216	Ardmore Hall	165	Edwards, Cindy	3314	Snyder Hall	6112
Allgood, David	7279	Salem	303-E	Carlson, Kris	7534	Carolina	136	Edwards, Jamie	7959	Woodruff Ctr.	118-B
Alvers, Susan	7442	Allman Center	302	Casey, Melissa	3249	Greene Hall	260	Eldridge, Brenda	7491	Maintenance	
Anderson, Rhonda	7506	Allman Center	127	Cassell, John	7430	Greene Hall	255	Ellender, Mike	7491	Maintenance	
Anderson, Sharon	7735	West Campus	57	Caudill, Debbie	7324	Allman Center	117	Emerson, Wendy	7540	Allman Center	255
Andrews-Hall, Nancy	7433	Greene Hall	223	Chandler, Joe	7354	Hauser Hall	236	Erickson, Gloria	7737	West Campus	4
Arai, Hidemi	7591	Allman Center	309-B	Chandler, Page	3064	Northwest Forsyth		Essick, Phil	7555	Allman Center	410
Arehart, Jerry	7447	Snyder Hall	6105			Center	231-C	<b>F</b>			
Atwood, Julie	7198	Snyder Hall	6101	Chandler, Terri	7280	Hauser Hall	206	Feathers-Magee, Marti	7189	Greene Hall	250
Baggett, Tracy	7365	Ardmore Hall	148	Chase, Greg	7246	Allman Center	208	Ferguson, Amos	7470	Winston	204-D
Baity, Kristie	7051	Northwest Forsyth		Cherry, Jewel	7297	Allman Center	160	Fitzgerald, Abby	7401	Hauser Hall	226
		Center	132-B	Chunn, Roslyn	7469	Hauser Hall	244	Fletcher, Marick	748-4670		
<b>B</b>				Churchill, Jim	7457	Technologies	547			BioNetwork	
Baker, Susan	7420	Greene Hall	258	Clay, Deborah	7721	West Campus	134			Pharm Ctr	105
Banjoko, Tony	7518	Allman Center	147	Clement, Beth	3063	Northwest Forsyth		Fortuna, Jim	7454	Technologies	566
Barker, Jamie	7491	Maintenance				Center	231-B	Frazier, Vickie	7250	Allman Center	106
Barnes, Kathleen	7424	Technologies	513	Cline, Jane	7402	Hauser Hall	224-A	Freeman, Carol	7176	Ardmore Hall	135
Barnhardt, Wendy	7157	Greene Hall	251	Cockrum, Diane	7598	Allman Center	260	Freeman, Linda	7418	Greene Hall	220
Barringer, David	7491	Maintenance		Cofer, Mona	7205	Technologies	540	Fuller, Barbara	7475	Allman Center	159
Bates, Robin	7410	Technologies	515	Cohen, Linda	7501	Technologies	400	<b>G</b>			
Bayse, Audrey	7745	West Campus	115	Conley, Kevin	7389	Ardmore Hall	255	Gallagher, Juanita	3220	Greene Hall	248
Beard, Alan	7494	Technologies	303	Cook, Marie	7483	Allman Center	111	Galloway, Laura	7361	Greene Hall	215-B
Beasley, Leigh	7273	Allman Center	125	Cooke, Brent	3272	Ardmore Hall	238	Ganzert, Bart	7914	Swisher Ctr.	231-C
Beck, Charles	7274	Parkway	138	Copeland, TeYawna	3246	Ardmore Hall	254	Gibson, Chris	7184	Greene Hall	W209
Beery, Toni	7244	Ardmore Hall	252	Cornelison, Dwight	7285	Carolina	126	Gibson, Jenifer	3316	Hauser Hall	204
Bennett, Carlyne	7729	West Campus	133	Coulombe, Jennifer	7723	West Campus	105	Ginn, Judith	7453	Technologies	528
Berra, Ronald	7715	West Campus	104	Covitz, Shari	7520	Allman Center	420	Glenn, Pam	7763	West Campus	6
Beverly, Matthew	7231	Carolina	123	Craft, Tara	7778	West Campus	134	Glontz, Michael	7307	Allman Center	419
Bishop, Todd	7529	Snyder Hall	6210	Cranford, Vickie	7413	Greene Hall	107	Golden, John	7385	Allman Center	112
Black, Ann	7423	Greene Hall	256	Crater, Brenda	3215	Greene Hall	259	Gordon, Tom	7218	Ardmore Hall	133
Blanco, Flo	7742	West Campus	115	Crawley, Kristy	3239	Technologies	512	Gore, Dudley	7543	Technologies	105
Bodsford, Brenda	7220	Allman Center	448	Crews, Carla	7206	Allman Center	145	Gough, Alpha	7963	Woodruff Ctr.	231-A
Boger, Dale	7511	Allman Center	309-D	Crooks, Carol	7648	Technologies	560	Gough, Nathanael	7452	Technologies	532
Bohannon, Pam	7417	Allman Center	238	Cutler, Daisy	7509	Technologies	128	Grab, Wilson	7397	Allman Center	308-B
Boles, Keith	3261	Greene Hall	106-A	<b>D</b>				Grace, Sheryl	7974	Woodruff Ctr.	230-B
Bolin, Sally	7521	Allman Center	418	Davis, Dwaine	7340	Technologies	523	Green, Brenda	7262	Allman Center	106-A
Bowen, Sherri	7200	Allman Center	427	Davis, Polly	7419	Greene Hall	203	Green, Gary	7201	Allman Center	445
Bowling, Paula	7603	Greene Hall	201	Davis, Sharon	7964	Woodruff Ctr.	202-D	Greene, Martha	7213	Allman Center	234-D
Bratton, Michelle	7241	Allman Center	145	Day, Garry	7283	Winston	209-A	Gregory, Sherry	7536	Snyder Hall	6010
Briggs, Gay	7219	Ardmore Hall	104	Day, Randy	7322	Maintenance		Griffin, Michelle	7771	West Campus	107
Briggs, John	7378	Hauser Hall	156	DeHart, Chris	7491	Maintenance		Groome, Jean	7492	Allman Center	119
Brimmer, Tanya	7519	Allman Center	245-B	Delp, Joanne	7300	Snyder Hall	6008	Groome, Tim	7240	Allman Center	148
Brincefield, Chris	7290	Technologies	104	Desmarais, Rachel	7175	Allman Center	302-C	Guess, Barbara	7421	Technologies	564
Britt, Vivian	7541	Greene Hall	211	DeVane, Gloria	7380	Technologies	562	<b>H</b>			
Brooks, Worth	3218	Greene Hall	319	DeWitt, Linda	7505	Hauser Hall	224-B	Hage, Elaine	7459	Technologies	567
Brooks, Yvonne	7217	Ardmore Hall	167	Dickens, Carolyn	7738	West Campus	132	Haith, Sylvia	7396	Technologies	511
Brown, Doug	7173	Hauser Hall	258-A	Dillard, Rose	7480	Ardmore Hall	100	Hale, Gavin	7364	Allman Center	216
Brown, Marshall	7491	Maintenance		Dineen, Jarrett	7258	Allman Center	118	Hamby, Yvonne	7159	Snyder Hall	6101
Broyhill, Julia	7707	West Campus	107	Dingler, Lorin	3602	Northwest Forsyth		Hamilton, Katrina	7360	Allman Center	206
Bujan, Dale	3262	Hauser Hall	314-H			Center	231-F	Handy, Kay	593-2482		
Buljina, Aida	7761	West Campus	6	Dorsett, Sam	7171	Technologies	410			Stokes County	
Burn, Hap	3315	Ardmore Hall	239	Dozier, Nedra	7343	Allman Center	148			Center	121
Burns, Herb	7342	Snyder Hall	6213	Drabble, Doug	748-4672			Hanna, Cindi	7713	West Campus	4
Butner, Randy	3247	Forsyth	316			Pharm Center	BPC	Harkness, Don	7187	Greene Hall	W205
Byrd, John	7585	Technologies	105	Draughn, Justin	7281	Carolina	138	Harman, Tonya	7617	Technologies	103
Byrd, Patty	7357	Allman Center	448	Dunlap, Donna	3284	Ardmore Hall	253	Harmel, Bonita	7166	Greene Hall	206
				Durham, Laura	7362	Hauser Hall	109	Harris, Michael	7764	West Campus	4-A
				Dyson, Jodi	7384	Allman Center	267	Harvey, Robin	7143	Technologies	539



NAME	PHONE or EXT.	LOCATION	ROOM	NAME	PHONE or EXT.	LOCATION	ROOM	NAME	PHONE or EXT.	LOCATION	ROOM
Hauser, Debbra	7559	Allman Center	259	Lekwauwa, Aju	7593	Technologies	327	Paradis, April	7288	Allman Center	127
Hauser, Pam	7969	Woodruff Ctr.	230-F	Leonard, Tommy	7287	Maintenance		Parker, Carol	7387	Technologies	401
Hawks, Garrison	7491	Maintenance		Lester, Joy	7485	Technologies	507	Peacock, NaTisha	7155	Allman Center	146
Hayes, Verdell	7953	Woodruff Center	103	Lillard, Terrence	3304	Technologies	406	Pearce, Chris	7570	Allman Center	304-A
Haynes, Bryan	7535	Allman Center	245-D	Lincoln, Jason	3248	Greene Hall	330-C	Pearce, Elsie	7409	Hauser Hall	243
Hedrick, Annette	7329	Hauser Hall	184	Lindsay, Vickie	7249	Allman Center	122	Pearce, Martha	3297	Ardmore Hall	232/228
Hence, Arnold	7204	Allman Center	150	Lineberry, Forrest	7760	West Campus	4	Pennell, Steve	7491	Maintenance	
Herron, Charyl	7491	Maintenance		Lineberry, Kevin	7145	Allman Center	264	Peoples, Brenda	7473	Allman Center	106
Hicks, Brian	7191	Technologies	106	Long, Molly	7179	Greene Hall	212	Perez, Rafael	7716	West Campus	103
Hicks, Ann	7215	Allman Center	219	Love, Kaknotta	7302	Allman Center	205	Perry, Nell	631-1321		
Higgins, Roger	7268	Maintenance		Lucas, Irvin	7976	Woodruff Ctr.	202-A			4 <sup>th</sup> Street Small Business Center	
Hill, Shawn	7490	Allman Center	245-E	Lyde, Marion	7491	Maintenance		Petree, Robin	3050	Northwest Forsyth Center	106-D
Hilton, Yolanda	7435	Greene Hall	230	<b>M</b>							
Hinson, Renee	7918	Swisher Center	230-B	Marion, Marty	7278	Snyder Hall	6207	Phelps, Susan	7236	Snyder Hall	6002
Hodges, Ricky	7272	Allman Center	265	Marion, Sue	7757	West Campus	127	Pierson, Jim	7170	Technologies	407
Hodges, Warren	7276	Hauser Hall	262	Martin, Bridgette	7235	Allman Center	261	Pinnix, Allen	7464	Technologies	510
Hohf, Ellen	3282	Greene Hall	222	Martin, Doug	7358	Hauser Hall	258-C	Polanis, Marcia	7407	Hauser Hall	208-C
Holloway, Tammy	7238	Allman Center	268	Martin, June	7439	Greene Hall	205	Pope, Bonnie	7428	Greene Hall	213
Hortal, Laura	3302	Ardmore Hall	234	Martin, Sheila	7600	Maintenance		Powell, Trish	7975	Swisher Center	230-A
Houenou, Francoise	3216	Greene Hall	281	Martin, Tanya	7202	Allman Center	150	Pratt, Tom	7589	Maintenance	
Houenou, Lucien	3240	Technologies	326	Mathews, Steven	3207	Salem	303-A	Prevette, JoAnne	7440	Greene Hall	217
Howell, Becky	3214	Allman Center	345	Mathis, Debra	7146	Winston	211-B	Pritchard, Bernyce	7523	Greene Hall	204
Howell, Tonya	3206	Greene Hall	330-A	McCann, Brian	7321	Allman Center	304-D	Pritchard, Debbie	7460	Allman Center	340
Huff, Jenny	3263	Technologies	536	McClung, Phil	7212	Allman Center	245-A	<b>Q</b>			
Huggins, Janice	7740	West Campus	115	McIntosh, Joe	7416	Allman Center	107	Quesenberry, Amy	7375	Allman Center	219
Hunt, Barbara	3055	Northwest Forsyth Center	207	McIntyre, Jackie	7263	Allman Center	133	Quesenberry, Scot	7317	Maintenance	
				McLean, Sherraine	7242	Hauser Hall	206	<b>R</b>			
Hunt, Lisa	7386	Hauser Hall	184	McLendon, George	7260	Allman Center	114	Ratledge, Danny	7400	Winston	211
Hutchens, Brian	7477	Allman Center	307-C	Merriitt, Joani	7346	Ardmore Hall	238	Rawley, Anita	7347	Technologies	107
Hutchins, Wesley	3053	Northwest Forsyth Center	209	Middleswarth, Jean	3901	Swisher Center	231-E	Ray, David	7312	Winston	200-A
Hyland, Beth	7411	Greene Hall	227	Miller, Nancy	7619	Technologies	414	Ray, Deana	7167	Hauser Hall	258-B
<b>J</b>				Miller, Sue Ellen	3250	Greene Hall	215-A	Read, Russ	7651	Technologies	524
Jackson, Debby	7255	Allman Center	127	Mitchell, Dawn	7207	Allman Center	429	Redfield, Kristin	7458	Technologies	559
Jackson, Joyce	7314	Allman Center	106	Moore, Diann	7399	Allman Center	309-A	Reece, Angela	7618	Allman Center	448-C
Jacobson, JJ	7338	Hauser Hall Cafeteria		Moore, Kim	7916	Swisher Center	231-B	Reeves, Derrick	7275	Carolina	106
Jaynes, Tom	7705	West Campus	59	Moore, Mary	7393	Carolina Annex		Reid, Patricia	7466	Snyder Hall	6102
Jeske, Mary	7583	Allman Center	240	Moore, Mike	7476	Carolina Annex		Richardson, Margaret	7474	Allman Center	106
Jessup, Tammy	7391	Allman Center	254	Moore, Sharon	7569	Greene Hall	202	Richardson, Maryanna	7174	Technologies	516
Johnson, Gene	7319	Hauser Hall	155	Morgan, Tammy	7572	Allman Center	251	Richardson, Roger	7404	Winston	204-C
Johnson, Rodney	7449	Allman Center	404	Morris, Pauline	631-1326			Rinehardt, Sybil	7251	Technologies	537
Johnson, Triquanna	7951	Woodruff Center	101			The International Ctr. of Forsyth Tech		Ringquist, Joyce	3291	Greene Hall	220
Johnson, Trudee	7507	Technologies	505	Moser, Tabitha	3266	Ardmore Hall	235	Robbins, Don	3222	Allman Center	411
Johnston, Julie	748-4671			Moses, Santhony	7613	Allman Center	234-B	Robertson, Judy	7055	Northwest Forsyth Ctr. Bookstore	
		BioNetwork Pharm Ctr	104	Mounce, Dianne	7732	West Campus	125	Robertson, Randy	7334	Allman Center	402
<b>K</b>				Murphy, Juanita	7772	West Campus	110	Robinson, Sarah	7754	West Campus Bookstore	
Kearns, Gerry	7547	Technologies	408	Mutton, Rick	7462	Technologies	522				
Keener, Susie	7390	Technologies	561	Myers, Daniel	7491	Maintenance		Rockson, Annette	7491	Maintenance	
Keith, Rebecca	7450	Allman Center	241	<b>N</b>				Rogers, Renee	7919	Swisher Center	230-A
Kelly, John	3310	Snyder Hall	6227	Nance, Danny	7502	Salem	303-C	Roman, Cassandra	3280	Ardmore Hall	210
Kennedy, Jennifer	3267	Hauser Hall	224-D	Nelson, Jeanie	3052	Northwest Forsyth Center	131	Roscoe, Traci	7266	Snyder Hall	6111
Kimrey, Rick	7723	West Campus	105	Nivens, Cynthia	3258	Hauser Hall	208-B	Roseborough, LaKisha	7968	Woodruff Ctr.	230-E
Kindley, Paul	593-2484			Nuckols, Melanie	7332	Allman Center	217	Ross, Brad	7229	Ardmore Hall	150
		Stokes County Center		Nussbaumer, Karen	7052	Northwest Forsyth Center	134	Roth, Tom	7333	Hauser Hall	346
King, Mary Beth	7902	Swisher Center	101	<b>O</b>				Rudolph, Alice	7165	Technologies	520
Kiser, Leonard	7313	Winston	211-C	Oakley, Tonya	7612	Greene Hall	215	Rushing, Julie	7223	Snyder Hall	6119
<b>L</b>				O'Neal, Pam	7491	Maintenance		Rutledge, Traci	7405	Allman Center	342
Labosky, Ted	7508	Ardmore Hall	124	O'Neal, Willie	7491	Maintenance		<b>S</b>			
Lanning, Christie	7374	Allman Center	409	Orr, Martha	7359	Allman Center	127	Saddler, Greg	7522	Maintenance	
Latham, Linda	7582	Greene Hall	205	Otero, Rosa	3200	Snyder Hall	6209	Salandy, Andy	7443	Technologies	527
Latimer, Kate	7614	Greene Hall	W210	Overman, Jan	7412	Greene Hall	106	Savey, Kelli	7214	Allman Center	214
Lattimore, Debby	7958	Woodruff Ctr.	118-B2	<b>P</b>				Sawyer, Massonne	7185	Technologies	504
Lawing, Barry	7461	Technologies	519	Pace, Rebecca	7504	Allman Center	127	Saylor, Annette	7147	Snyder Hall	6120
Ledbetter, Demetria	7917	Swisher Ctr.	118-A1	Page, Emmett	3701	West Campus	34-B	Schneider, Bill	7369	Snyder Hall	6101
Lee, Paige	7403	Allman Center	270					Scott, Karatha	3952	Woodruff Center	205
Leinbach, Bill	7195	Allman Center	334								



NAME	PHONE or EXT.	LOCATION	ROOM	NAME	PHONE or EXT.	LOCATION	ROOM	NAME	PHONE or EXT.	LOCATION	ROOM
Sechrest, Joe	7286	Piedmont	410-B	<b>V</b>							
Self, Barry	7766	West Campus	63	Valenti, Ronnie	7759	West Campus	6				
Sellers, Earl	3061	Northwest Forsyth Center	231-G	Vargas, Nancy	7776	West Campus	61				
Shallua, Lucas	7575	Technologies	525	Vernon, Carole	7373	Allman Center	207				
Shelton, Ron	7177	Allman Center	307	Vidal, Pam	7226	Allman Center	148				
Shepherd, Tom	7970	Woodruff Center	205	<b>W</b>							
Sheppard, Perry	7427	Greene Hall	302-A	Waddell, Eddie	7326	Technologies	127				
Sheilds, Sheila	7957	Woodruff Ctr.	118-A1	Walker, Jon	3902	Swisher Center	231-D				
Shoaf, Todd	3311	Snyder Hall	6227	Walker, Mark	7610	Forsyth	305				
Shore, Karen	7265	Allman Center	256	Wall, Mary	7158	Allman Center	158				
Shumate, Stormy	3065	Northwest Forsyth Center	231-E	Waller-Wood, Sandra	7192	Allman Center	261				
Sieswerda, Eliza	7152	Allman Center	163	Walter, Gwen	7967	Woodruff Ctr.	230-D				
Silverman, Cheri	7446	Snyder Hall	6004-C	Watkins, Neville	7344	Allman Center	263				
Simpson, Donna	7491	Maintenance		Watts, Ann	593-2483						
Sineath, Alice	7330	Hauser Hall	259			Stokes County Center					
Sineath, BJ	7901	Swisher Center	103	Watts, Victor	7294	Carolina Annex					
Smalls, Marsha	7590	Allman Center	260	Weaver, Cindy	7234	Technologies	565				
Smart, Robert	7491	Maintenance		Webb, Linda	7264	Snyder Hall	6008				
Smith, Cindy	7560	Greene Hall	330-B	Welborn, Amber	3219	Greene Hall	219				
Smith, Rod	7527	Carolina	108	Wenner, Ellen	7956	Woodruff Ctr.	118-A2				
Smith, Teresa	7188	Greene Hall	W206	West, Wilma	7491	Maintenance					
Snowden, Judy	7749	West Campus	61	Weyrich, Sandra	7335	Allman Center	123				
Sowers, Chris	3264	Ardmore Hall	209	Whicker, James	0	Allman Center	176				
Sperber, Frank	7491	Maintenance		Whisenhunt, Jannette	7414	Snyder Hall	6114				
Sprinkle, Beth	7172	Hauser Hall	148	Whisenhunt, Rhonda	7448	Allman Center	176				
Squire, Annette	7315	Allman Center	127	Whitaker, Gwen	7471	Allman Center	106				
Stainbrook, Eric	7567	Technologies	568	White, Denise	3225	Technologies	514				
Stanley, Shannon	7708	West Campus	4	White, Linda	7438	Greene Hall	W208				
Stanley-Smith, Lisa	7456	Allman Center	346	White, Tammy	3213	Allman Center	347				
Stephens, Edward	7304	Allman Center	304-B	Wick, Dawn	7503	Technologies	400				
Stovall-Lee, Pam	7611	Technologies	402	Wiggins, Cindy	7422	Greene Hall	302-B				
Stowe, Chris	7549	Technologies	506	Wiles, Julie	3243	Snyder Hall	6054				
Stowers, Renee	7267	Technologies	534	Wiles, Kim	7493	Allman Center	268				
Strickland, Sherry	3208	Greene Hall	W211	Wilkins, Dwayne	7491	Maintenance					
Suggs, Sandra	7254	Allman Center	121	Williams, Anu	3312	Ardmore Hall	240				
Summers, Julie	7758	West Campus	6	Williams, Barbara	7491	Maintenance					
Sutton, Jeff	3205	Salem	305-A	Williams, Leola	7491	Maintenance					
Swaim, Penni	3066	Northwest Forsyth Center	208	Williams, Michelle	7455	Technologies	563				
Swain, Mike	7779	West Campus	33	Williams, Sandra	7491	Maintenance					
Swarthout, Lisa	3265	Parkway	138-E	Williams, Shawna	7277	Winston	211				
Swenson, Ed	7306	Allman Center	309-E	Williams, Tracey	7727	West Campus	56				
<b>T</b>				Wilson, Renee	7733	West Campus	32-E				
Tally, Tammy	3707	West Campus	106	Winebarger, Conley	7182	Technologies	501				
Taylor, Debbie	7178	Greene Hall	W207	Winningham, Sonora	7050	Northwest Forsyth Center	132				
Taylor, Debra	3292	Technologies	412	Wood, David	3313	Greene Hall	248				
Taylor, Karen	7571	Hauser Hall	226-C	Wood, Nelda	0	Allman Center	176				
Taylor-Wells, Gisele	3309	Snyder Hall	6202	Woodyard, Jamie	7243	Carolina Annex					
Tennis, Heidi	7753	West Campus	38-A	Woolard, Tonya	7545	Carolina Annex					
Thomas, Marie	7429	Greene Hall	255	Wooten-Wright, Toni	7345	Allman Center	404				
Thompson, Ronnie	631-1167			Worley, Ernestine	7434	Greene Hall	231				
		4th Street Small Business Center		<b>Y</b>							
Todd, Martha	7366	Allman Center	266	Yates, Janet	3221	Allman Center	308-C				
Toderick, Shawn	3279	Technologies	406	Yevin, Bernie	7224	Hauser Hall	181				
Troop, Sherry	3281	Greene Hall	218	Yokey, Rick	7915	Swisher Ctr.	118-A1				
Turner, Andrea	7156	Allman Center	164	Young, Phyginia	7965	Woodruff Ctr.	230-C				
Tuttle, Jackie	7484	Technologies	508	<b>Z</b>							
				Zimmer, Jim	7320	Allman Center	308-A				
				Zink, Amy	7907	Swisher Center	230-B				

## DIRECT DIAL PREFIXES

If an extension starts with a "7",  
dial 734-7xxx.

If an extension starts with a "3",  
dial 757-3xxx.

## CAMPUS

**EMERGENCY 7325**

## MIDDLE COLLEGE 748-4670

Albert, Sandy	3253	Snyder	6144
Ashe, Barbara	7163	Snyder	6138
Johnson, George	7445	Snyder	6146
Leonard, Sharon	3254	Snyder	6140
McCarson, Bonnie	3256	Snyder	6135
McCorkle, James	3225	Snyder	6133
Oberle, Pat	3259	Snyder	6137
Roach, Lynn	3257	Snyder	6136
Smith, Susan	7437	Snyder	6142
Stanley, Charlotte	3225	Snyder	6134

## EARLY COLLEGE 3290

Frances Cook,			
Principal	3294	Ardmore	210
Heather Muldowney,			
Secretary	3290	Ardmore	215
Dexter Felder,			
Counselor	3301	Ardmore	221
Martha Pearce,			
Liaison	3297	Ardmore	228/232
Michael Boing,			
Teacher	3306	Ardmore	205
Jen Presley,			
Teacher	3305	Ardmore	223
Sean Reeves,			
Teacher	3307	Ardmore	206
Abby Stanley,			
Teacher	7271	Ardmore	222

## SCHOOL-TO-CAREER-SERVICES

Jennifer Griffin 7261

## CAMPUSES AND CENTERS

CAMPUS/CENTER	NUMBER
5th Street Library Center	631-1325
4th Street Small Business Center	631-1320
Main Campus	723-0371
Northwest Forsyth Center	757-7050
The International Center of Forsyth Tech	631-1326
School Closings (Inclement Weather)	723-0371
Stokes County Center	593-2482
Stokes County - Walnut Cove	817-5069
Swisher Center	734-7903
West Campus	734-7718
Woodruff Center	734-7950



# Student/Employee Portal



**myTechLink** allows you to interact with Forsyth Tech on a whole new level. Through myTechLink, you have access to:

- **School E-mail**

Your instructors and classmates can communicate with you using your very own school e-mail account.

- **College Information**

You have access to information from across the college including a comprehensive campus calendar and campus news.

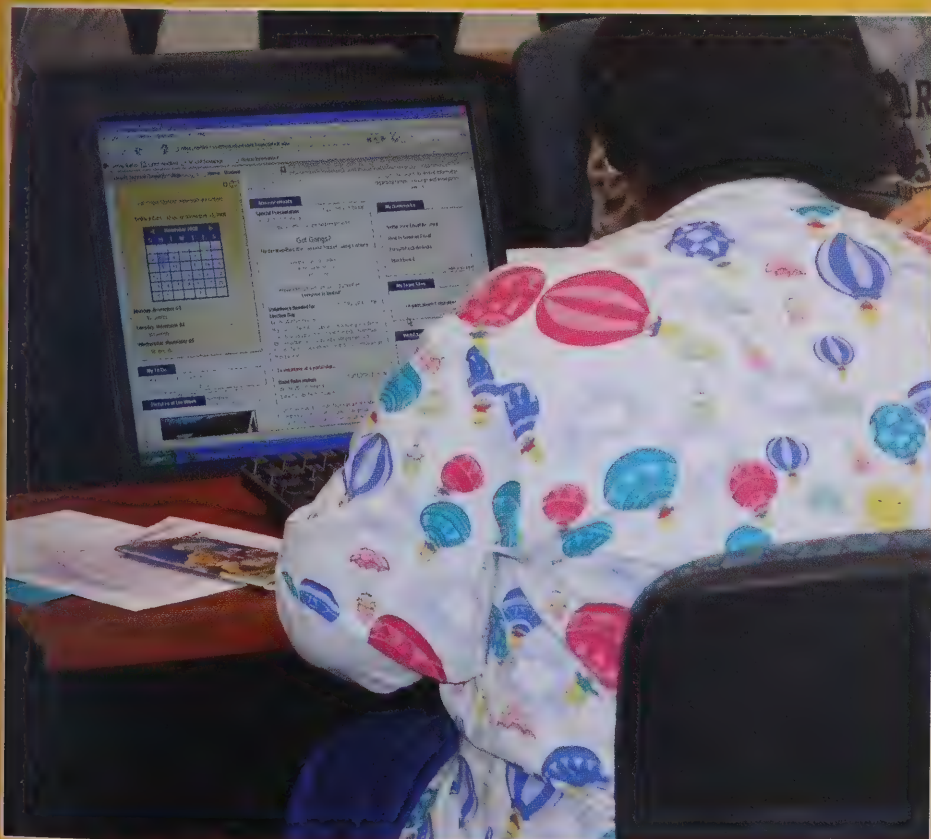
- **Student Profile**

Lose your class schedule? Need to check your account information? Want to check your grades? You can access this information and more!

*For more information, visit:*

*<http://www.forsythtech.edu/techlink>*

*Personalized  
Online  
Information*



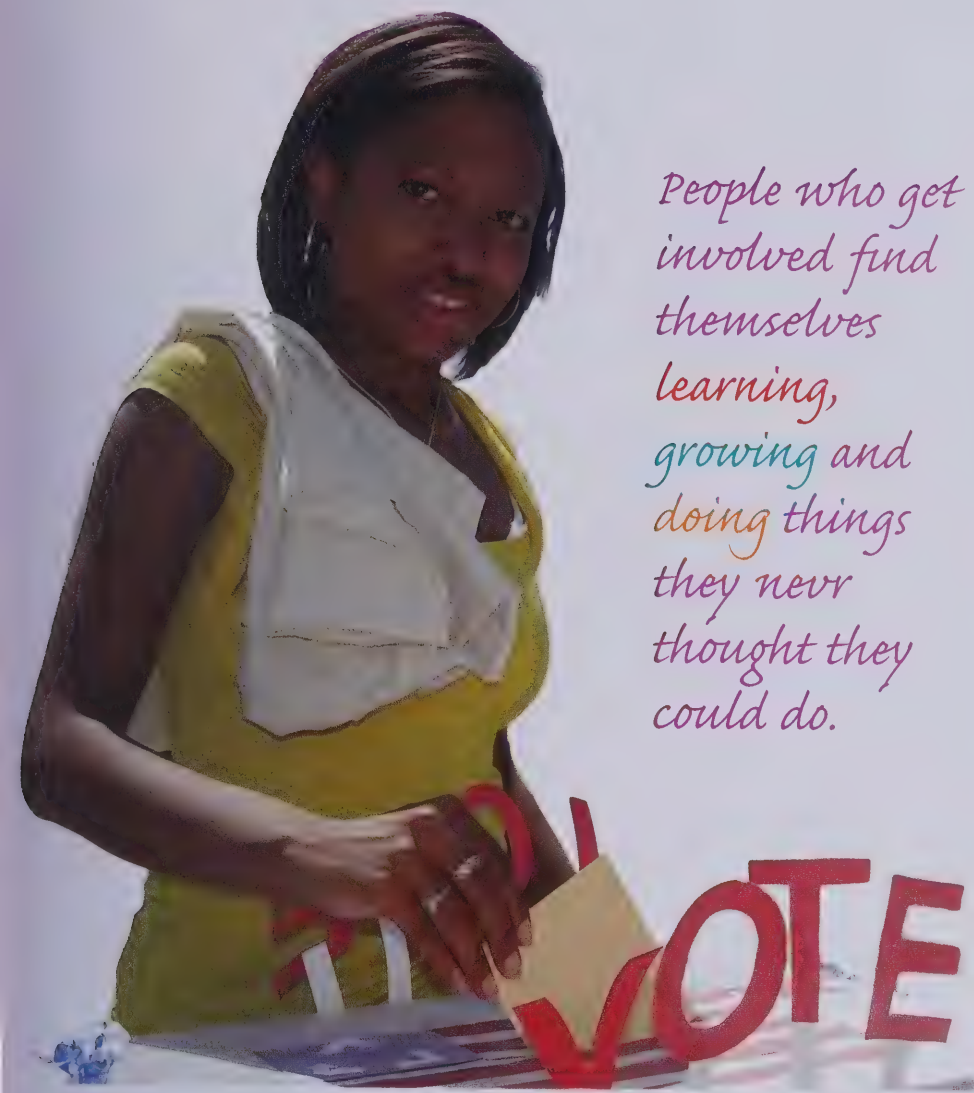




*Life at Forsyth Tech  
doesn't end when  
class is over.*



# Student Government



*People who get involved find themselves learning, growing and doing things they never thought they could do.*

meetings, the members address student issues and plan and produce student activities such as Fall Festival, Spring Fling, Constitution Day, Martin Luther King Jr. Celebration, blood drives, leadership workshops and other projects. During meetings and projects, students learn and practice parliamentary procedure, group skills, teamwork, project management and gain the experience of getting things done in a large institution. Some students choose to work with the budget, practice secretarial skills or do advertising, student publications and other public information duties.

SGC members may also participate in the Flight Line Program, which allows them to track their time spent in leadership efforts within the SGC, providing a tangible record of these efforts—an "extracurricular transcript."

The SGC also represents the student body to the college administration. The SGC president serves on the Forsyth Technical Community College board of trustees as a nonvoting member and reports to the SGC about board activities when appropriate. The SGC also serves as a vehicle of communication to the students for the administration. Members of the SGC attend statewide conferences approximately twice a year. During the conferences, students meet student leaders from community colleges across the state. They have an opportunity to share ideas and concerns and learn leadership skills in workshops.

## ALPHA MU BETA (AMB)

Alpha Mu Beta (AMB) is the service fraternity of the Student Government Council (SGC). They are a high profile group of students who spark interest in student life through campus networking, personal growth and service to the community. Applicants are selected for their high scholastic achievements and communication skills. This group is proficient in meeting people and in the organizational, time management, planning and leadership skills that will help them in their chosen fields. Applicants who are accepted into the fraternity discover a relaxed, yet disciplined, fellowship that encourages growth. AMB members have the opportunity to lead such events as the Angel Tree Project, Relay for Life and many other service projects for the benefit of the college and community.

## STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association (SGA) is composed of all curriculum Forsyth Tech students and is served by the Student Government Council (SGC). The SGC consists of the student government officers, Alpha Mu Beta fraternity members and other SGC representatives. Participating students are people who are interested in developing leadership skills to be used in their careers in business, industry or government. Students learn to work together to accomplish a wide range of projects that have a high impact on the college and community.

## STUDENT GOVERNMENT COUNCIL (SGC)

The Student Government Council (SGC) is intended to be a laboratory of development for motivated students. People who get involved find themselves learning, growing and doing things they never thought they could do. This is a program in which students can test their education, experiment with social and group dynamics and make positive personal changes without fear of criticism.

The SGC, with the Student Activities staff, manages the student activities budget and meets in business sessions. During the



# Student and Recreation Activities

Life at Forsyth Tech doesn't end when class is over. Here are some clubs and organizations to join, events to attend, and things to do!

CLUB NAME	ADVISOR	PHONE	E-MAIL
<b>AITP (Association of Information Technology Professionals)</b>	Debra Taylor	336.757.3292	dataylor@forsythtech.edu
<b>Alpha Mu Beta</b> - The service fraternity of the Student Government Council.	Eddie Waddell	336.734.7326	ewaddell@forsythtech.edu
<b>Ambassadors</b> - A group of student leaders who perform specific campus projects such as leading tours, being available for new students during registration days and escorting special guests on campus.	Eddie Waddell	336.734.7326	ewaddell@forsythtech.edu
<b>Architectural Technology Club</b>	Herb Burns Marty Marion	336.734.7342 336.734.7278	hburns@forsythtech.edu mmarion@forsythtech.edu
<b>Campus Bible Fellowship</b> - Encourages understanding of the historic Christian faith. Weekly meetings include lunch, singing, prayer, Bible study and counseling.	Sherraine McLean	336.734.7242	smclean@forsythtech.edu
<b>Chess Club</b>	Philip Carter	336.734.7480	pcarter@forsythtech.edu
<b>Creative Writing Club</b>	Eliza Sieswerda	336.734.7152	esieswerda@forsythtech.edu
<b>Forsyth Tech Gospel Choir</b>	Sherraine McLean	336.734.7242	smclean@forsythtech.edu
<b>Future Advocates for Children</b>	Sharon Davis	336.734.7964	sdavis@forsythtech.edu
<b>Hispanic Student Association</b> - Strives to promote Hispanic culture on campus as well as provide an open atmosphere in which Hispanic students can interact with one another.	Pauline Morris	336.631.1326	pmorris@forsythtech.edu
<b>Human Services Club</b>	Jamie Edwards	336.734.7959	jedwards@forsythtech.edu
<b>Interior Design Club</b>	Rosa Otero	336.757.3200	rotero@forsythtech.edu
<b>International Club</b>	Eliza Sieswerda	336.734.7152	esieswerda@forsythtech.edu
<b>Journalism Club</b> - Produces Technically Speaking. Club members must be enrolled in Introduction to Journalism (JOU 110). Students can become involved in writing, photography, editing, desktop publishing, ad solicitation and paper distribution.	Elaine Hage Michelle Williams	336.734.7459 336.734.7455	ehage@forsythtech.edu mwilliams@forsythtech.edu
<b>Motor Sports Club</b>	Mark Walker	336.734.7610	mwalker@forsythtech.edu
<b>Paralegal Association</b>	Warren Hodges	336.734.7276	whodges@forsythtech.edu
<b>Peers Accepting Challenges Together+</b>	NaTisha Peacock	336.734.7155	npeacock@forsythtech.edu
<b>Phi Theta Kappa</b> - The international honor society of two-year colleges.	Maryanna Richardson Jane Cline	336.734.7174 336.734.7402	mrichardson@forsythtech.edu jcline@forsythtech.edu
<b>Philosophical Society</b>	Jim Fortuna Sylvia Haith Greg Chase	336.734.7454 336.734.7396 336.734.7246	jfortuna@forsythtech.edu shaith@forsythtech.edu gchase@forsythtech.edu
<b>P.R.I.D.E. Club</b>	Debra Taylor	336.757.3292	dataylor@forsythtech.edu
<b>Step-Up Club</b>	Delores Wylie		dwylie@forsythtech.edu
<b>Sigma Theta Kappa (Criminal Justice)</b>	Stormy Shumate	336.757.3065	sshumate@forsythtech.edu
<b>Student Nurses Association (SNA)</b>	Kim Adams	336.757.3217	kadams@forsythtech.edu
<b>Student Practical Nursing Association</b>	Polly Davis	336.734.7419	pdavis@forsythtech.edu
<b>Student Sonographers Association</b>	Wendy Barnhardt	336.734.7157	wbarnhardt@forsythtech.edu
<b>Transition: From Work to School</b>	Mary Wall	336.734.7158	mwall@forsythtech.edu
<b>24 Karatz Fashion Club</b>	Sylvia Haith Denise White	336.734.7396 336.757.3225	shaith@forsythtech.edu dwhite@forsythtech.edu
<b>Women in Information Technologies</b>	Linda Cohen	336.734.7501	lcohen@forsythtech.edu

## INTRAMURAL SPORTS

- Co-ed Volleyball
- Co-ed Basketball
- Ice Skating
- Co-ed Bowling League
- Golf Tournaments (three each year)





*If you have questions regarding student organizations, please contact:*

*Student Activities Center  
Room 124 (1<sup>st</sup> floor)  
Technology Building  
Main Campus  
336.734.7326*

## *Student Activity Fee*

All credit students pay the student activity fee when they register and automatically become members of Forsyth Tech's Student Government Association. Though called an activity fee, it is used for more than just providing activities. Below is a list of expenses covered by the student activity fee:

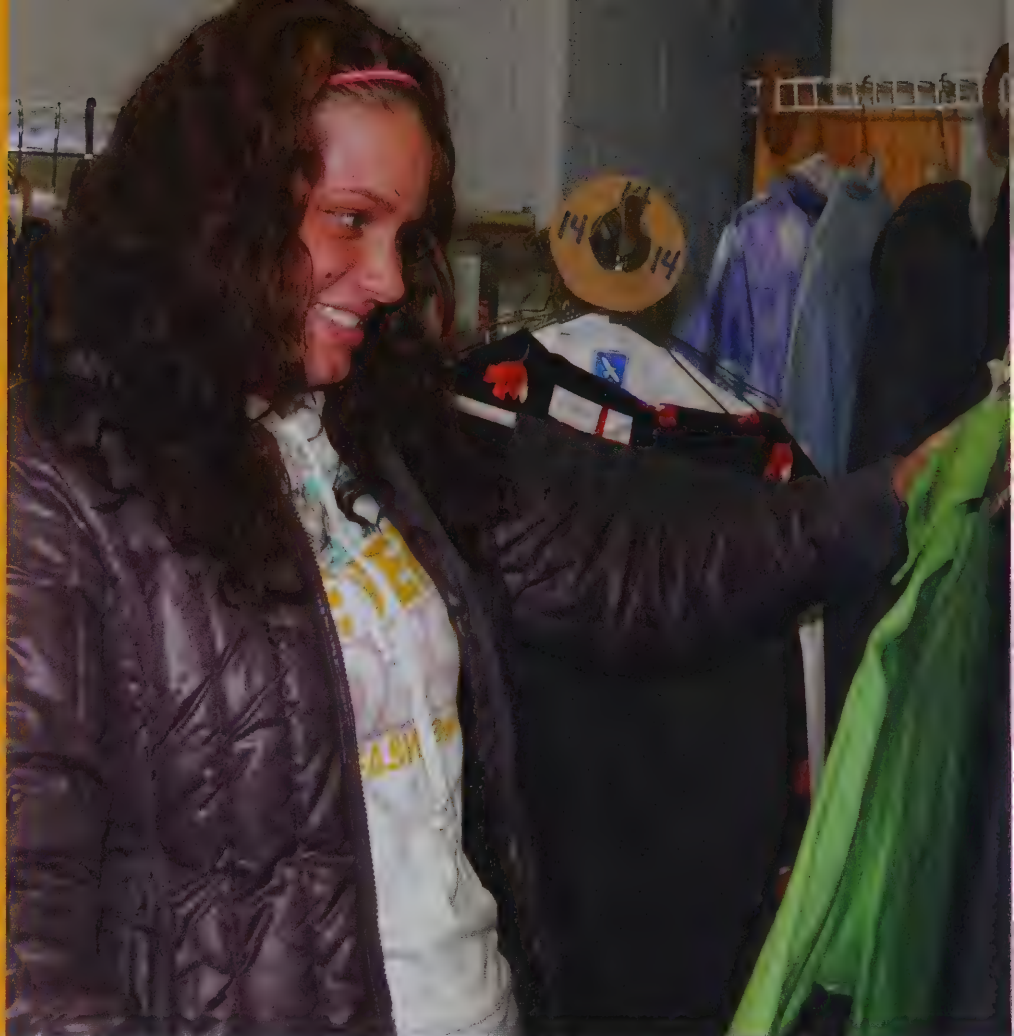
- Graduation expenses are partially covered.
- Free activities and entertainment such as the Back-to-School Bash, Fall Festival, Spring Fling, Martin Luther King Jr. Celebration, Constitution Day, Black History Month Program and Women's History Month Program are provided for students.
- Student publications such as this Student Academic Planner and the student newsletter Technically Speaking are available free of charge.
- Intramural teams participate in co-ed basketball and volleyball. Equipment and registration fees are paid out of the student activity fee budget. Golf tournaments and bowling leagues are also offered every year to students at a greatly reduced price. Ice skating is offered free of charge.
- All Student Government Association expenses are paid out of student activity fee funds. Expenses include staffing, supplies and materials for the Student Activities Office and all SGA related expenses.
- Forsyth Tech is a member of the North Carolina Comprehensive Community College Student Government Association (N4CSGA). The N4CSGA offers two conferences each year. These conferences offer workshops and seminars to prepare students to lead the SGA on their campuses.

*For information on student rules and regulations, refer to the College Catalog on the Web at:*

*[www.forsythtech.edu/  
courses/admissions/  
student-catalog](http://www.forsythtech.edu/courses/admissions/student-catalog)*



*The overall mission of the Shugart Women's Center is to promote the educational, personal and professional development of women attending Forsyth Tech.*



## *Shugart Women's Center*

The overall mission of the Shugart Women's Center (SWC) is to promote the educational, personal and professional development of women attending Forsyth Tech by providing advocacy, referrals, information and resources to assist in achieving positive outcomes.

Although the primary focus is on female students, the SWC is open to all students enrolled at Forsyth Tech, as well as faculty and staff. The center addresses many issues including educational awareness, economic wisdom, personal development, conflict resolution, healthy living and student family support services. Programs that are offered through the center include:

- **Counseling and Referrals**

The director of the SWC is available to provide counseling and referrals based on individual needs. Information gathered during counseling or referrals remains confidential. One of the most critical objectives of this service is to match the individual with the appropriate agency or organization that will suit his or her need. The SWC also has a collection of brochures and information about community agencies and programs.

- **Library**

The SWC houses a substantial collection of more than 550 donated books, tapes and magazines. Materials in the library

may be checked out by students and staff. The comfortable lounge area is available for students to study or just relax. The area may be utilized for small group meetings. A computer with Internet access is available for students needing to complete assignments or do research.

- **Workshops and Displays**

Workshops are scheduled by the SWC on a variety of subjects during each semester. Information presented provides guidance for handling issues and challenges that students face at work, home and school. Open forums are conducted to allow students to ask questions and voice their opinions. Displays are set up to inform and educate students, faculty and staff.

- **Enhancement Center**

The Enhancement Center is stocked with casual and professional clothing for female students in need. Items are donated by individuals and organizations. Clothes distributions are done throughout the year.

*For more information about this program, contact the Shugart Women's Center (2<sup>nd</sup> floor), Hauser Hall, Main Campus at 336.734.7280.*



# James A. Rousseau II Minority Male Mentoring Program

Forsyth Tech has made a substantial commitment to providing opportunities to support the success of its students. The college has a rich history of supporting and mentoring minority males through a variety of institutional initiatives and mentoring programs.

The Forsyth Tech Minority Male initiative will identify and provide academic, social and motivational support for a cohort of minority males currently enrolled at the college.

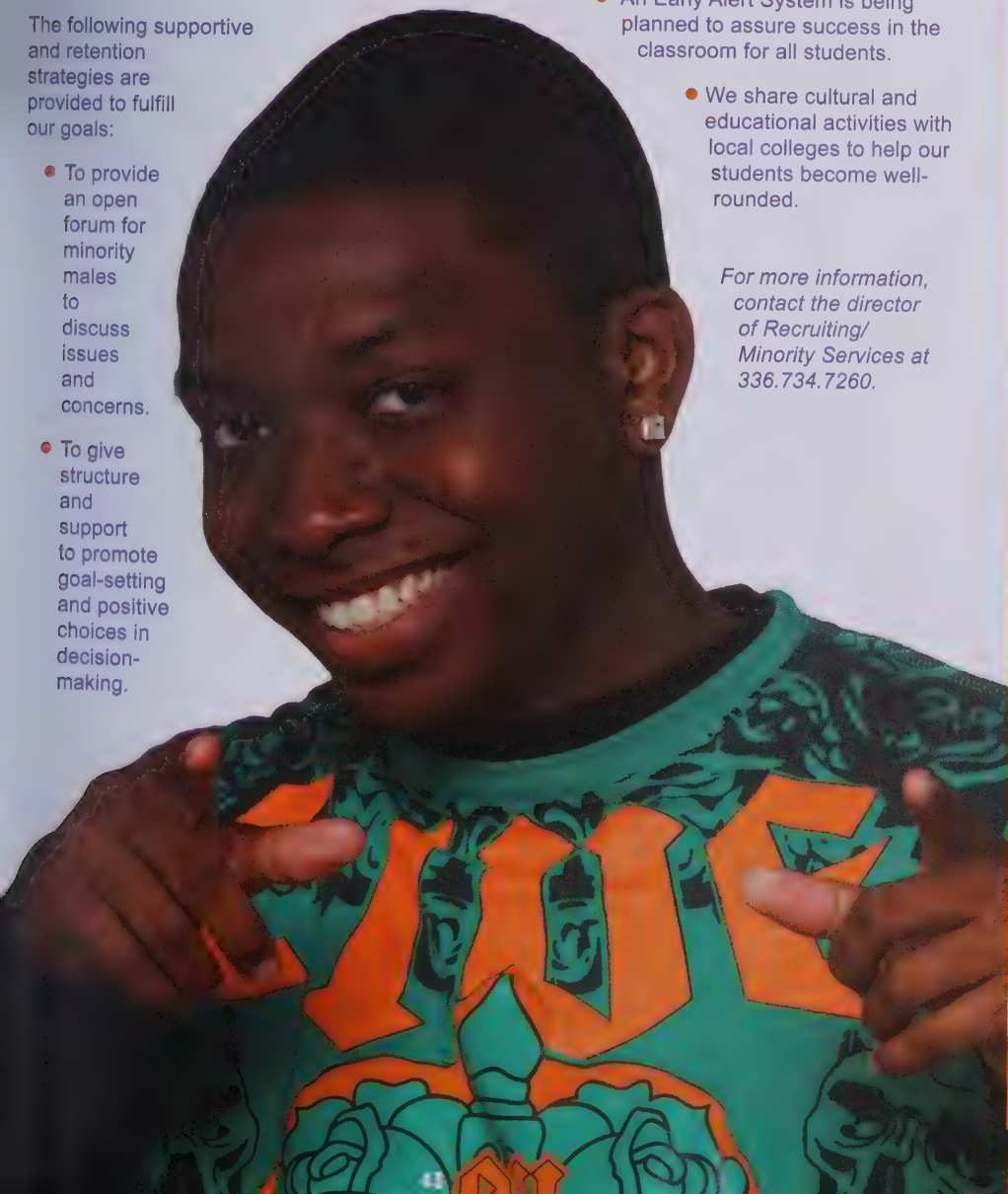
The primary goal of the James A. Rousseau Minority Male Mentoring Program is to provide appropriate support services and other incentives to enable more minority students to successfully complete their educational objectives without dropping out or interrupting their course of study.

The following supportive and retention strategies are provided to fulfill our goals:

- To provide an open forum for minority males to discuss issues and concerns.
- To give structure and support to promote goal-setting and positive choices in decision-making.

- To improve the retention and graduation rate of minority males at the college.
- To increase the awareness of support services available at the college.
- To assist students with practical knowledge of budgeting, investments and savings.
- Individual and small group sessions are held by senior mentors who are volunteers from the community. Forsyth Tech's minority staff also serves as mentors.
- The coordinators collaborate with organizations and groups on and off campus to enhance the services available to the students.
- An Early Alert System is being planned to assure success in the classroom for all students.
- We share cultural and educational activities with local colleges to help our students become well-rounded.

For more information, contact the director of Recruiting/ Minority Services at 336.734.7260.



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# Student Code of Conduct

## Preamble

Forsyth Tech is a community comprised of students, faculty, administrators and staff. The act of enrollment at Forsyth Tech includes an acceptance by the student of the rules of the community. By enrolling, the student accepts the obligation to assist in making Forsyth Tech an effective place to learn to engage in the pursuit of truth, to develop a sense of self and contribute to the improvement of society. Each enrolled student is expected to behave as a responsible adult, and Forsyth Tech assumes and requires that students who enroll in the various programs will maintain standards of conduct appropriate to the status of students at Forsyth Tech.

Forsyth Tech has an inherent responsibility to maintain order on its campus. Therefore, any student who engages in behavior that is disruptive to or incompatible with the mission of the college will be subject to appropriate discipline as provided for in this code.

To this end, Forsyth Tech recognizes, declares and vests certain rights in each student enrolled at Forsyth Tech

## Student Rights

### A. Legal Rights

All the rights and privileges guaranteed to every citizen by the constitution of the United States and by the state of North Carolina shall not be denied any student. Furthermore, Forsyth Tech shall adhere to all of the statutes of the United States and the state of North Carolina. Forsyth Tech has recognized the Student Government Association as the approved agency to voice students' opinions and speak on institutional policies concerning students' activities.

### B. Rights of the Learner

The instructor in the classroom and in conference shall encourage free discussion, inquiry and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

### C. Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides safeguards regarding the confidentiality of, and access to, student records. FERPA policies are described in more detail in the section of the catalog under Academic Advising and Registration.

### D. Freedom of Association

Students are free to organize and join an association organized or existing to promote students' program or career interest. Student organizations must select a faculty advisor and submit a constitution to the Student Government Council.

### E. Due Process

Due process procedures are established to guarantee the right of hearing, a presentation of charges, and evidence for charges. This will be done through the Student Conduct Committee.

## General Campus Rules

The following is a general summary and classification of the major rules of student conduct, and any violation shall be considered a violation of this code of conduct. For purposes of Forsyth Tech rules and regulations, Forsyth Tech grounds are defined as any location owned, leased, rented, controlled or otherwise occupied by Forsyth Tech or any division thereof.

### Rule 1. Disruption and Disorderly Conduct

A student shall not engage directly or aid and abet in disorderly conduct that is intended to provoke violent retaliation or cause a breach of peace that disrupts, disturbs or interferes with the normal routine, activities or teaching of students, or that disrupts, disturbs or interferes with the peace, order or discipline on Forsyth Tech grounds.

### Rule 2. Damage to or Destruction of Forsyth Tech Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, substantial damage to be done to Forsyth Tech property or shall not steal, or attempt to steal, Forsyth Tech property.

### Rule 3. Damage to or Destruction of Private Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, damage to private property of another or shall not steal, or attempt to steal, private property of another when on Forsyth Tech grounds or while attending a Forsyth Tech activity, function or event held off Forsyth Tech grounds.

### Rule 4. Assault or Verbal Abuse of Forsyth Tech Employees

A student shall not intentionally cause, or attempt to cause, physical injury, verbal abuse, or harassment or communicate a threat to a Forsyth Tech employee.

### Rule 5. Assault or Verbal Abuse of Persons Other Than Employees

A student shall not intentionally cause, or attempt to cause or threaten to cause physical injury, verbal abuse, or harassment or communicate a threat or direct any profane language toward any other student or Forsyth Tech agent, guest or visitor at any time while such student is enrolled at Forsyth Tech or while such student is on Forsyth Tech grounds or is attending a Forsyth Tech activity, function or event held off Forsyth Tech grounds.

### Rule 6. Weapons and Dangerous Instrumentalities- North Carolina General Statute 14-26

It is unlawful for anyone to possess any weapon, whether openly or concealed, while on educational property. House Bill 1008: It is a felony to possess or carry a firearm or explosive device on educational property or to aid a person less than 18 years old to possess or carry a firearm or explosive device on educational property. This bill makes it a misdemeanor to cause, encourage or aid a person less than 18 years old in taking or possessing other types of weapons on educational property. This bill also makes it a misdemeanor for any person who owns or possesses a firearm and who resides in the same premises as a person less than 18 years of age to store or leave the firearm in a condition that the firearm can be discharged and in a manner that the person knew or should have known that an unsupervised minor would be able to gain access to the firearm. In practice, then, this statute permits prosecution of anyone carrying any dangerous instrument in school, on school grounds or at any school activity.

### Rule 7. Narcotics, Alcoholic Beverages and Controlled Substances

A student shall not knowingly or negligently own, possess, use, transport or be at any time under the influence of any narcotic drug, alcoholic beverage or any other controlled substance (as controlled substance is defined by the North Carolina General Statutes or 21 U.S.C. subsection

812) while on Forsyth Tech grounds or during the time when a student is participating in any Forsyth Tech activity, function or event off Forsyth Tech grounds. Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

### Rule 8. Classroom and Campus Activities

A student shall comply with all directions of Forsyth Tech faculty, administrators or authorized personnel during any time when the student is under the authority of Forsyth Tech personnel. A student on campus shall promptly identify himself to a Forsyth Tech official or campus police officer at all times upon reasonable request. Furnishing of false information to any Forsyth Tech personnel including forgery, falsification or fraudulent misuse of any documents, records or identification cards is a violation. A student shall appear before Forsyth Tech officials or disciplinary bodies when so directed. Any failure by any student to abide by these regulations in this Rule 8 shall constitute a violation of this code of conduct.

### Rule 9. Academic Dishonesty, Cheating, and Related Offenses (Violation of Rule #9 will follow the Academic Appeals Process.)

It shall be a violation of Forsyth Tech code of conduct for a student to commit any one of the following acts:

1. Academic cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor.
2. Plagiarism or the intentional presentation of work of another without proper acknowledgment of the source.
3. Fabrication and falsification or the intentional misrepresentation of any information or citation in an academic exercise.
4. Submission of substantial portions of the same academic work for credit more than once without authorization.
5. Abuse of academic materials in the form of destruction, theft or concealment of library or other resource material or of another student's notes or laboratory experiments.
6. Complicity in academic dishonesty in helping or attempting to help another student to commit an act of academic dishonesty.

### Rule 10. State and Federal Laws

A student shall not violate any state or federal laws while on Forsyth Tech campuses or while attending a Forsyth Tech activity, function or event off Forsyth Tech grounds.

### Rule 11. Student Attire Code

Although Forsyth Tech students may dress informally, cleanliness and neatness of appearance must be maintained. Shirts and shoes are required at all times while the student is on campus or at all times while such student is attending a Forsyth Tech activity, function or event off Forsyth Tech grounds. Special technical or vocational credit programs, such as the health credit programs, may require special attire for clinical or laboratory areas. A student shall not attend classes or laboratory work conducted in the clinical or laboratory areas if such student is in violation of the attire codes for such areas.

### Rule 12. Involuntary Psychological or Psychiatric Withdrawal

It shall be grounds for immediate dismissal



if and when it shall be determined in the reasonable discretion of the president or vice president of Forsyth Tech that a student poses a threat to the physical well-being of himself or others or if such student has a physical, mental or emotional condition of such a nature as to disturb or disrupt the normal and usual activities of other persons on campus. A student shall agree to have a psychiatric evaluation when it appears to the satisfaction of the president of Forsyth Tech, or designee, that such examination is in the best interest of the student or Forsyth Tech or both.

#### **Rule 13. Children in Classrooms or Shop Areas**

Children are not allowed in classrooms or shop areas during class sessions, nor may they be left unattended in the library, in The Grill, student lounge or on campus grounds.

#### **Rule 14. Roller Skating, Roller Blading and Skateboarding**

For the safety and well-being of all Forsyth Tech students, employees and visitors, no one is permitted to roller skate, roller blade, or skateboard on sidewalks, parking lots or any other college property.

#### **Rule 15. Cell Phone and Electronic Devices**

Forsyth Tech considers the use of cell phones to be disruptive to the classroom setting. Therefore, students are to turn off all cell phones and other electronic devices while attending class or participating in class-related activities (i.e., labs, clinicals, etc.). Students who do not comply will be considered in violation of the Student Code of Conduct, and appropriate disciplinary action will be taken.

#### **Rule 16. Student Computer Use Policy Acceptable Uses**

1. Activities intended to facilitate the exchange of information in furtherance of education and research consistent with the mission of Forsyth Technical Community College and the North Carolina Community College System.
2. Activities for the purposes of obtaining and in support of classroom and online instruction.
3. Activities that enhance and promote educational and other school activities.

##### **Prohibited Activities**

The following are intended as guidelines and are not to be considered an inclusive or complete list of all prohibited activities:

1. Providing any unauthorized user access to the Forsyth Technical Community College academic network.
2. Intentionally performing any activity that would cause network congestion, disrupt network operation, or interfere with the work of other network users on the Forsyth Technical Community college network or any other network.
3. Disguising one's identity in any way, including the sending of falsified messages, removing data from system files, and the masking of a process name.
4. Accessing any network computer, files, or directories, on any network computer that the user has not been authorized to use at Forsyth Technical Community College or any other network.
5. Using the Forsyth Technical Community College network or Internet connection to view or transmit any communication where the content, transmission or distribution would violate any applicable local, state, federal or international law or regulation, or Forsyth Technical Community College policy.
6. Accessing any material which would be considered highly offensive or inappropriate to the Forsyth Technical Community College community, such as pornography or other inappropriate material.

7. Violating the Virus Eradication Act by knowingly propagating or introducing a computer virus, worm or Trojan horse or any program designed to cause disruption to a computer or network.
8. Performing any action that would violate copyright laws and software license agreements.
9. Using Forsyth Technical Community College computers and/or network in any criminal activities including but not limited to illegally accessing secured computer systems.
10. Using the Forsyth Technical Community college campus network or Internet connection for commercial purposes such as advertising or selling commercial offerings.
11. Using the Forsyth Tech network to access unauthorized personal information or other activities that violate the Privacy Act.
12. Any other computer related activity deemed by the State or Federal law, regulation, or Forsyth Technical Community College school policy to be prohibited.

##### **Computer Abuse Notification**

In the event of a violation, Forsyth Technical Community College will take action according to college policy. In the event of violation(s) of local, state, federal or international laws and regulations, Forsyth Technical Community College will cooperate with the appropriate investigative agencies.

##### **Privacy Notification**

You DO NOT have a reasonable expectation of privacy with regard to your computer use at Forsyth Technical Community College, including, but not limited to, your e-mail, files, and all other account activity.

#### **Rule 17. Computer Software Copyright Policy**

Forsyth Tech purchases licenses for use of a wide variety of copyrighted computer software. The college does not own the copyright on this software or its related documentation and, unless authorized by the software developer or publisher, does not have the right to reproduce it.

According to the United States Copyright Law, illegal reproduction of computer software can be subject to civil damages up to \$100,000 and criminal penalties including fines and imprisonment.

Forsyth Tech does not condone the illegal duplication of computer software or the use of illegally duplicated software. College employees and students shall use computer software only in accordance with its licensing agreements. Any employee or student who makes, acquires or uses unauthorized copies of computer software shall be subject to disciplinary action.

#### **Violation of the Code of Conduct**

The following are the degrees of disciplinary action that may be taken as a result of violation of the Student Code of Conduct:

- A. Verbal Warning** - A verbal warning that the specific behavior/condition will not be continued or repeated or further disciplinary action will be taken.
- B. Warning** - A written notice to the student that continuation or repetition of specified conduct will be cause for further disciplinary action.
- C. Disciplinary Probation** - A written reprimand to the student for violation of a specified rule, which may include exclusion from participation in a class or specified activities for a specified time as set forth in the notice.
- D. Restitution** - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or

compensate for damages.

**E. Suspension** - Exclusion from class or classes and other student privileges or activities as set forth in the notice of suspension.

**F. Dismissal or Expulsion** - Termination of student status for a definite period of time. At the end of this period of expulsion, the student is eligible to apply through the academic dean of the division for consideration for re-admission.

**G. Other** - Other types of discipline as set forth in campus rules and regulations consistent with the incident involved.

If, as a result of a violation of the Student Code of Conduct a student is dismissed from class or classes, the student may receive a failing grade(s), and the disciplinary dismissal will be recorded in the student's permanent record.

The conviction of a student of a criminal offense involving personal misconduct of a kind, which, if condemned by the college, would reflect dishonor or discredit on the college, shall be sufficient grounds for suspension or dismissal of such students.

#### **Enforcement Procedures**

Student conduct on a Forsyth Tech campus or student conduct during a Forsyth Tech activity, function or event held off Forsyth Tech grounds that violates federal and/or state and Forsyth Tech regulations may be dealt with in the following manner:

1. The student may be turned over to the civil authority and subjected only to the penalties imposed by that authority.
2. The student may be subjected to sanctions imposed both by the civil authorities and Forsyth Tech.
3. The student may be subjected to sanctions imposed by Forsyth Tech, notwithstanding the fact the civil sanctions may not be imposed.
4. The executive vice president, or the dean for Enrollment and Student Services in his or her absence can immediately dismiss a student who is found in possession of a dangerous weapon or who otherwise in his or her estimation poses an immediate threat to the safety of the campus.

#### **Disciplinary Procedures**

##### **A. Instructional Areas**

Any instructor may request a student to leave a class, laboratory, shop or clinical area when, in the opinion of the instructor, the student's conduct or personal demeanor disrupts normal classroom activities. If the student refuses to leave the class, the instructor may call Campus Police for assistance. The instructor, identifying the student and the cause for dismissal from class, will immediately notify in writing the division dean and the dean of Enrollment and Student Services of actions taken.

The burden of requesting re-entry to class, laboratory or clinical areas will be upon the student involved. Request for re-entry must be made in writing to the instructor before the next class meeting. If the instructor is uncomfortable readmitting the student to class, she or he should refer the student to the counseling staff. If the instructor does not readmit the student, the instructor will send a written report (approved by the division dean) to the student, the vice president of Instructional Services and the dean of Enrollment and Student Services. If disciplinary action is warranted, the dean of Enrollment and Student Services will contact the conduct officer.

##### **B. Non-Instructional Areas**

Any employee or student may file a written complaint for disciplinary action against any student enrolled at Forsyth Tech for violations of the Student Code of Conduct. The Campus Police may temporarily remove a student from campus when the student is jeopardizing the safety and security of faculty, staff and/or the student body; a written complaint must then be filed. The complaint must be filed with the executive vice president or his/her designee who will promptly investigate the complaint and make a decision regarding referral of the complaint to the conduct officer.



## Student Conduct Committee

The violation of any rule contained in the Student Code of Conduct will be handled in the following manner.

1. The dean of Enrollment and Student Services will contact the conduct officer notifying him or her of the nature of the infraction.
2. The conduct officer will meet with the accused individual within two working days and notify the student of:
  - a. The charges
  - b. Possible sanctions
  - c. The right to an objective and fair hearing
  - d. The composition of the conduct committee
  - e. The right to request postponement
3. The conduct officer will schedule a hearing within two working days.
4. The conduct committee will conduct a hearing to decide whether the accused student is guilty or innocent. The committee will give its findings and recommendations for sanction(s) to the dean of Enrollment and Student Services who will in turn review the recommendation of the committee and insure that due process was followed. The dean will decide to either uphold, reduce or increase the recommended sanction and inform the student of the same either in person or by registered mail.
5. The student then has the right to appeal the decision to the appeals committee (see appeals committee section of the conduct code).
6. The next step in the appeal process after the appeals committee will be to the executive vice president whose decision in most cases is final. An appeal may be made to the president only in unusual circumstances. Since the conduct hearing is an internal administrative process and not a court of law, no attorneys will be permitted during the hearing process. If the student chooses to bring an attorney, the attorney must wait outside.

## Student Appeals Committee

The Student Appeals Committee will review the appeal of any student who feels that they did not receive due process from the conduct hearing and the subsequent recommendation of the dean of Enrollment and Student Services.

The appeal will be heard under the following conditions within five working days of receipt of the confirmed appeal:

1. The student must submit within 72 hours a written statement explaining why they feel that they did not receive a fair hearing to the executive vice president who will forward the statement of appeal to the committee chairperson. The chairperson may return the appeal to the student to clarify, provide additional information or to state reasons for the appeal. The chairperson may reject the appeal if policies and procedures have not been followed by the student or there is sound reason to reject the appeal.
2. The committee's review will focus primarily on whether or not due process was followed and secondarily on the appropriateness of the sanction not on the validity of existing policies of Forsyth Tech. The committee reserves the right to suggest to the executive vice president that a current policy be examined for continued value to Forsyth Tech.
3. The committee will submit its recommendation to the executive vice president, who will make a final decision and notify the parties involved.
4. Records of the proceedings of the Student Appeals Committee are available upon written request to the executive vice president.
5. The student must obtain special permission from the vice president for Instructional Services to attend classes pending resolution of the case on appeal.

## Appeal of Admission Decision

A student must submit a written request to appeal an admissions decision to the dean of Enrollment and Student Services. If the student is not satisfied with the results of the decision, he/she can appeal to the vice president of Student Services. The vice president of Student Services will, in turn, give the appeal to the Student Appeals Committee to hear and make recommendation(s). The committee will submit those recommendations to the president who will make a final decision.

## Appeal of Residency Decision

**Residency Appeal:** In matters concerning residency classification, the vice president of Student Services will review prior decisions and all materials submitted. A decision will be rendered, and all parties will be notified in writing of the decision.

**To appeal the vice president's decision:** The next step in the appeal process is to the state residency committee. Procedures on state appeal are available in the office of the vice president of Student Services.

## Definition of Academic Dishonesty

The following are further explanations of violations of Rule 9 on page 44.

### A. Plagiarism

**Definition:** The intentional presentation of the work of another as one's own without proper acknowledgement of the source. The sole exception to the requirement of acknowledging sources is when the ideas or information are common knowledge.

Plagiarism as the result of misunderstanding or misapplying the rules of documentation may be unintentional, but it is still plagiarism. Plagiarism includes but is not limited to:

1. Copying from a written source, another student or a database (whether professional or nonprofessional; whether published or nonpublished) without proper citation in either a document or a speech.
2. Rewording (paraphrasing) or summarizing someone else's material without proper citation in a document or a speech.
3. Failing to cite word-for-word passages in a document or a speech.
4. Using purchased pre-written materials (including

computer programs and files, research designs, distinctive figures of speech, ideas and images, or generally any information belonging to another as the student's own or having someone else do the student's work.

### B. Cheating

**Definition:** Intentional use or attempted use of unauthorized materials, information, notes, study aids, devices or other assistance in any academic exercise. This definition includes unauthorized communication of information during an academic exercise. Cheating includes but is not limited to:

1. Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination.
2. Procuring, without authorization, tests or examinations before the scheduled exercise (including discussion of the substance of examinations and tests when it is expected it will not be discussed).
3. Copying reports, lab work, computer programs or files and the like from other students.
4. Collaborating on laboratory or computer work without authorization and without any indication of the nature and extent of the collaboration.

5. Sending a substitute to take an examination.
6. Receiving assistance in locating or using sources of information in an assignment where such assistance has been forbidden by the instructor.

## C. Fabrication and Falsification

**Definition:** Intentional alteration or invention of any information or citation in an academic exercise. Falsification refers to the alteration of information, such as altering research, clinical or practicum data. Fabrication refers to the invention or counterfeiting of information, such as inventing research or clinical data or records. It would also include altering grade reports or submitting false records for tardiness and absences for scheduled academic exercises. Altering a returned examination paper and seeking regrading also constitutes falsification.

## D. Multiple Submissions

**Definition:** The submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization, including submitting the same paper for credit in two courses without instructor permission.

## E. Abuse of Academic Materials

**Definition:** Intentional destruction, theft or concealment of library or other resource material or of another student's notes or laboratory experiments.

## F. Complicity in Academic Dishonesty

**Definition:** Intentionally helping or attempting to help another to commit an act of academic dishonesty, such as those acts noted above. Collaboration and sharing information are characteristics of academic communities. These become violations when they involve dishonesty. Students should seek clarification when in doubt.

## Policies

### Policy on Compliance with the Americans with Disabilities Act

A policy on compliance with the Americans with Disabilities Act (ADA) is in effect at Forsyth Technical Community College and published in the Employee Handbook. The board of trustees of Forsyth Tech intends to comply with the requirements of the Americans with Disabilities Act and provide access to education for persons with disabilities as part of the mission of the institution. The coordinator of Disability Services/ADA for Forsyth Tech should be contacted with questions or concerns regarding the ADA.

### Infectious Disease Policy

Forsyth Tech is committed to ensuring, as far as possible, that each employee and student enjoy safe and healthful work and/or study conditions. To this end, the college offers the following information for students and employees.

This policy information presents the procedures to be used by Forsyth Tech to protect those students and employees who may be exposed to infectious diseases and blood-borne pathogens. Blood-borne pathogens include, but are not limited to, the human immunodeficiency virus (HIV), which is the causative agent for acquired immune deficiency syndrome (AIDS), and hepatitis B virus (HBV). These procedures are based on written requirements published in the Federal Register (29 CFR 1919.1030).

Persons infected or reasonably believed to be infected with communicable diseases shall not be excluded from enrollment or employment or restricted in their access to the institution's services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, welfare of other members of the institution, or welfare of client, staff or students in a clinical area.

Persons who know or have a reasonable basis for believing that they have an infectious/ communicable disease that may pose a threat to others have an obligation to conduct themselves in accordance with such knowledge so as to protect themselves and others. Accordingly, employees should report



this information to the Human Resources director, and students should report to the vice president of Student Services. All information will be kept confidential except to those persons determined by the Human Resources director and vice president of Student Services, as having a need to know. These persons will be informed after the individual is advised that such action will be taken.

It is the further declared policy of Forsyth Tech that its faculty, administration and staff will conduct a continuing information program for all areas of Forsyth Tech personnel regarding communicable diseases and disabling illnesses.

### Drug-Free Student Policy

Drug use and abuse by students have become major concerns in our society. These problems are extremely complex with no easy solutions. Drug use may impair the well-being of all students and the educational environment and may lead to damage of Forsyth Tech property.

Therefore, it is the policy of Forsyth Tech that the unlawful manufacture, distribution, possession or use of a controlled substance is prohibited while on Forsyth Tech grounds.

1. Forsyth Tech does not differentiate between drug users and drug pushers or sellers. Any student who gives or in any way transfers or aids and abets in the transfer of a controlled substance to another person or sells or manufactures or aids and abets in the sale or manufacture of a controlled substance while on Forsyth Tech premises will be subject to disciplinary action up to and including suspension from school.
2. The term "controlled substance" means any drug listed in the North Carolina General Statutes or 21 U.S.C. subsection 812 and other federal regulations. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP and "crack." They also include legal drugs that are not prescribed by a licensed physician.
3. The counseling staff will conduct drug awareness and education workshops for students each semester. Individual counseling sessions and educational materials will be available in Counseling, Career and Disability Services at all times.
4. The counseling staff will include in orientation sessions reference to drug policies, drug awareness and sources for assistance.
5. The counseling staff will be available to lecture and assist instructional staff with class presentations to help educate students regarding the health risks of alcohol and drug abuse.
6. The counseling staff will have available referrals for treatment and more extensive assistance.
7. The counseling staff will biennially assess the institutional environment by reviewing data from Campus Police, Counseling, Career and Disability Services, instructors and other community resources to guide educational program development for students.

### Crime Awareness and Campus Security Act

Staff, faculty and students of Forsyth Tech are encouraged to report all criminal actions and other related emergencies to the Campus Police, located in the Carolina Annex, Main Campus. A special emergency number has been established. Staff, faculty and students may dial extension **7325** from any campus telephone (excluding pay telephones) and receive immediate assistance. Pay telephones provided throughout campus locations are available for students to dial 911 for immediate assistance. In addition, the college has installed red emergency phones throughout the campus. Upon picking up the receiver, the phone automatically dials the **7325** emergency number. Upon receipt of a call, a Campus Police officer is assigned to respond. The call is documented if necessary, investigated and processed by the investigating officer. If necessary, or where appropriate, an outside agency such as the Winston-Salem Police Department may be contacted for assistance. Other staff of the college, such as the vice president of Student Services, may also become involved where appropriate.

All complaints are reviewed and, where appropriate, action is taken by the director of Campus Police. Further review and action may occur up through the chain of command, including the president and board of trustees. A sworn Campus Police officer is on duty at all times regular classes are in session.

### Forgery and Related Offenses

It shall be a violation of Forsyth Tech's code of conduct for a student to commit any one of the following acts:

1. Academic cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor.
2. Plagiarism or the intentional presentation of work of another without proper acknowledgement of the source.
3. Fabrication and falsification or the internal misrepresentation of any information or citation in an academic exercise.
4. Submission of substantial portions of the same academic work for credit more than once without authorization.
5. Abuse of academic materials in the form of destruction, theft or concealment of library or other resource material or of another student's notes or laboratory experiments.
6. Complicity in academic dishonesty in helping or attempting to help another student to commit an act of academic dishonesty.
7. Furnishing of false information to any Forsyth Tech personnel including forgery, falsification or fraudulent misuse of any documents, records or identification cards.

### Sexual Harassment Policy

Forsyth Technical Community College is committed to promoting an atmosphere in which all members of the college - faculty, staff and students - may work free of sexual harassment and provides for an orderly resolution of complaints of sexual harassment.

All members of the college are expected and requested to conduct themselves in such a way that contributes to an atmosphere free of sexual harassment. Sexual harassment of any employee or student is a violation of the policies of the college, as well as state and federal law, and will not be tolerated. Anyone who violates this policy will be disciplined in accordance with appropriate disciplinary procedures.

Sexual harassment is defined as deliberate, unsolicited, unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications made by any employee or student when:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic or student status.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or decisions regarding a receipt of grades affecting that individual.
3. Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile or offensive environment in the workplace or the classroom.

Any student or employee who believes that he or she has been subjected to sexual harassment in violation of this policy should file a confidential complaint to the vice president of Student Services or the director of Human Resources for employees. An investigation of these allegations will be conducted promptly and appropriate action taken.

Sexually harassing behavior may include offensive sexual flirtation, advances, propositions; continued or repeated abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words used to describe an individual; and the display in the workplace or on campus of sexually suggestive objects or pictures.

## Academic Appeals

### Academic Dishonesty, Cheating, and Related Offenses (Rule 9 on page 44 of the Student Code of Conduct)

The appeal process for a violation of Rule 9 of the Student Code of Conduct begins when the student is notified of the violation by the instructor. The student must meet with the instructor at the time of the notification or before the next class meeting regarding the charge. At the discretion of the instructor, the student may be withdrawn from the course and receive a WF grade.

If the student wishes to continue the appeal, he/she must notify the Department Chair (within two workdays) and arrange a conference. The student must provide the Department Chair with a letter of appeal at the time of the conference. The letter of appeal must include:

1. Date, student's name, signature, telephone number, and official student email address.
2. Course number, sections number, and instructor's name.
3. Brief factual explanation of why the student feels that the charge is incorrect.
4. Provide any supporting documentation.

After conferencing with the department chair, if the issue is still not resolved, the student will notify the dean in writing (within one workday of the conference) and request a hearing before the divisional academic appeals committee. The department chair will forward the letter of appeal and supporting documentation to the dean.

The dean will convene a committee (within two workdays) to hear the appeal. This committee will hear the appeal and make a final decision (within one workday) which will be reported to the dean. Within 24 hours, the dean will notify the student (by phone and student email account), the instructor, and the Department Chair of the committee's decision. The decision of the committee is final.

### Grade Appeal

Any appeal of a course grade should begin with a scheduled conference between student and instructor by the first day of a new semester. If the appeal is not resolved at this level, the student should contact and arrange for a conference with the appropriate department chair. The student has the responsibility of providing the department chair with a written letter of appeal by the third class day of the new semester in order for the appeal to be considered. The letter of appeal must include:

1. Date, student's name, signature and telephone number.
2. Prefix and number of course grade being appealed.
3. Instructor's name issuing the grade.
4. Brief factual explanation of why the student feels the grade is incorrect.
5. Any supporting documentation the student feels is needed to better explain student's questions as to grade determination.

After conferencing with the department chair, if the issue is still not resolved, the student will notify the dean in writing (within two workdays of the conference) of the need for a divisional academic appeals committee. The department chair should forward the letter of appeal and supporting documentation to the dean. The dean will convene a committee (within three workdays) to hear the appeal. This committee will hear the appeal and make a final decision (within three workdays) which will be reported to the dean. Within 24 hours of receiving the information, the dean will mail the committee's decision to the student, the instructor and the department chair. The decision of the committee is final.



# Maps of Campus & Center Locations

**1**

## **Main Campus**

2100 Silas Creek Parkway  
Winston-Salem, NC 27103-5197  
336.723.0371

(Mailing address for all locations. Please send correspondence to Main Campus for distribution.)

**2**

## **4<sup>th</sup> Street Small Business Center**

Chamber Building  
601 West 4<sup>th</sup> Street  
Winston-Salem, NC  
336.631.1320

**3**

## **International Center of Forsyth Tech**

Forsyth County Public Library  
660 West 5<sup>th</sup> Street  
Winston-Salem, NC  
336.631.1325, 336.631.1326  
*Se habla español.*

**4**

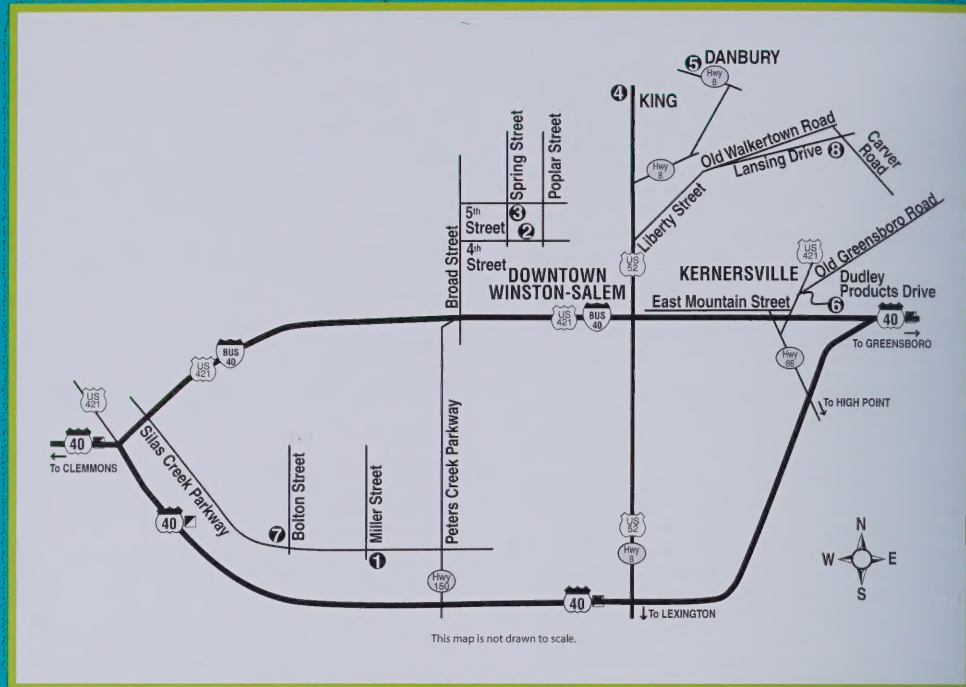
## **Northwest Forsyth Center**

3111 Big Oaks Drive  
King, NC  
336.734.7050

**5**

## **Stokes County Center**

1012 Main Street  
Danbury, NC  
336.593.2482



**6**

## **Grady P. Swisher Center**

1251 Dudley Products Boulevard  
Kernersville, NC  
336.734.7903

**8**

## **Mazie S. Woodruff Center**

4905 Lansing Drive  
Winston-Salem, NC  
336.734.7950

**7**

## **West Campus**

1300 Bolton Street  
Winston-Salem, NC  
336.761.1002  
*Se habla español.*



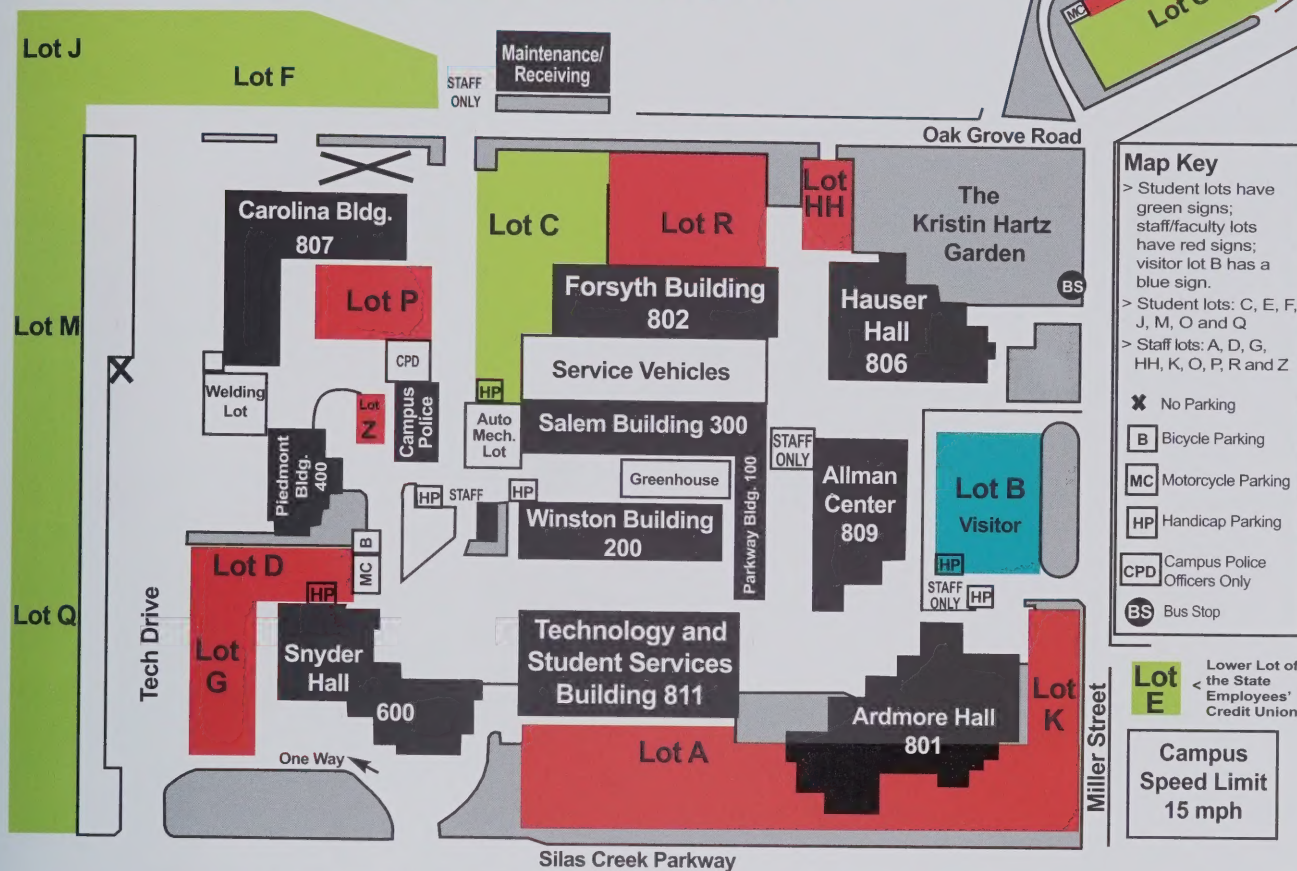


# ForsythTech

*More Than You Know*

## Main Campus

2100 Silas Creek Parkway  
Winston-Salem, NC 27103



### Allman Center - 809

- Admissions Office
- Alumni Relations & Special Events Office
- Business Office
- Cashier's Office
- Classrooms/Labs
- Counseling, Career and Disability Services
- Enrollment and Student Services Office
- Environmental Services Office
- Forsyth Tech Foundation
- Grants Office
- Human Resources Office
- Information Desk
- Information Services Office
- Information Systems Office
- Institutional Advancement Office
- James A. Rousseau II Minority Male Mentoring Program
- Marketing & Public Relations Office
- President's Office
- Purchasing Office
- Records/Registrar's Office
- Recruiting/Minority Services Office
- Student Financial Services
- Student Services Office
- Student Success/Welcome Center
- Testing Center

### Ardmore Hall - 801

- Auditorium A & B
- Classrooms
- Distance Learning Center
- Early College
- Learning Center
- Library

### Carolina Annex

- Campus Police Department

### Carolina Building - 807

- Classrooms/Shops

### Forsyth Building - 802

- Classrooms/Shops

### Greene Hall - 808

- Classrooms/Labs
- Health Technologies Division Office

### Hauser Hall - 806

- Audiovisual Services
- Business Information Technologies Division Office
- Classrooms/Labs
- Shugart Women's Center at Forsyth Tech
- The Grill at Forsyth Tech (Cafeteria)

### Maintenance/Receiving Building

- Physical Plant
- Shipping and Receiving

### Parkway Building - 100

- Bytes and Bean Café
- Classroom/Lab

### Piedmont Building - 400

- Classroom/Shops

### Salem Building - 300

- Classrooms/Shops

### Snyder Hall - 600

- Classrooms/Labs
- Dental Education Clinic
- Educational Partnerships
- Faculty/Staff Service Center
- Institutional Effectiveness Office
- Middle College

### Technology and Student Services Building - 811

- Arts and Sciences Division Office
- Bookstore
- Developmental Education Office
- Instructional Services Office
- Mechtild Montgomery Language Lab
- Student Activities Center
- Student Government Council Office
- Thomas H. Davis iTEC Center

### Winston Building - 200

- Classrooms/Shops
- Engineering Technologies Division Office



